

**Minutes of the Annual Parish Council Meeting of Carham Parish Council
held in St Cuthbert's Church, Carham on Tuesday 14 May 2024, following the Annual Parish Assembly.**

- 500 Present:** Cllrs. P Feerick, V Poland, J McGregor Mrs A Changleng (Clerk) and one member of the public.
- 501 Appointment of Office Bearers:**
Chair: Cllr P Feerick proposed by J McGregor and seconded by V Poland. A Declaration of Acceptance of Office was completed and signed.
- 502 Apologies:** County Councillor M Mather
- 503 Declarations of Interest:** None
- 504 The Minutes of Council Meeting** on 12 March 2024 were approved as read and signed.
- 505 Matters Arising:** Residents have reported more books have been removed by an unknown person from the phone box in Wark. Philip Bradley has informed councillors he understands that Wark Castle sits on Wark Farm Estate Land and that there has never been any public access to the site. Cllr. McGregor will speak to Mr John Lovat to confirm this. None of the PROWs give access to the site but the Countryside Team will, in due course, carry out an inspection of those routes around and through the village.
- 506 Correspondence:**
- Working at elections and changes to voting posters
 - North Northumberland Local Area Meeting on 28 March in Alnwick
 - Go Fibre road closures
 - Planning Application Requirements - Local List Consultation 2024. No comments to be sent to NCC.
- 507 Defibrillator Project:** At the beginning of April local people were invited to join Carham Parish Defibs. At the time of meeting, this had a membership of 51 individuals. The response was more than enough to take the project on to the next stage and Cllr. Poland reported that an Inaugural General Meeting had taken place on 11 May. The constitution was signed to make the project an unincorporated association and arrangements are being made to open a bank account and apply for funding.
- 508 Wark Play Park:** Following John Court's resignation Cllr. McGregor volunteered to inspect the play park monthly. Any repairs required will be carried out by contractors. The annual inspection by PlaySafety is due in June.
- 509 Annual Governance and Accountability Return for 2023/2024 was approved by Councillors.**
Approved on the motion of V Poland and seconded by John McGregor.
5.1 to 5.5 Draft copies circulated
5.1 There were no actions arising from the report of the Internal Auditor.
5.2 The Annual Governance Statement was approved.
5.3 The Draft Annual Accounts for 2023/2024 were approved.
5.4 The Accounting Statement was approved. An Explanation of Variances was given by the RFO detailing the difference on Box 6. Less money has been spent on purchases, repairs and maintenance in 2023/4. On Box 9 the fixed assets figure has increased due to the purchase of a marquee.
5.5 The Certificate of Exemption was confirmed and approved.

- 510 Approval of Risk Assessment and Register of Assets:** Approved on the motion of V Poland and seconded by J McGregor.
- 511 Appointment of Responsible Financial Officer:** Mrs A Changleng was elected. Proposed by J McGregor and seconded by P Feerick.
- 512 Appointment of Internal Auditor:** Mr J Bell was elected. Proposed by P Feerick and seconded by J McGregor.
- 513 Finance:** Approval was given for the payment of invoices from WordPress (£62.40) and Gallagher Insurance (£457.22). It was agreed not to continue with the subscription to NALC. The quote from Swarco for VAS maintenance will be held over until the next meeting. There is £3,247.88 in the bank account.
- 514 Date of Next Meeting: Tuesday 9 July 2024 in St Cuthbert's Church Carham at 6.30pm.**