

Unconfirmed Minutes of Dalton Holme Annual Parish Meeting  
& Annual Parish Council Meeting held on Wednesday 21<sup>st</sup> May 2025

Annual Parish Meeting

APM01/25 - Apologies: – All PC present.

Dalton Holme Parish Councillors present: Lord Hotham, Graham Bulmer, Mark Colley, Neil Donkin, Simon Fairbank, Jane Pearson-Moore and Caroline Marshall.

Ward Councillor Jeremy Wilcock was also present.

Visitors: There were no Parishioners present at the meeting.  
The Clerk, Mr Gareth Rees, was also present.

APM02/25. The Minutes of the 2023/24 APM & APCM

**This section is to review last year's minutes and serve as a reminder; the minutes have been previously approved.**

(The minutes of the above meeting had been previously circulated to all Parish Councillors for review and subsequent approval. The Parish Councillors present at the meeting agreed that it was a true and accurate record of the meeting. The Chairman then signed the minutes as a true and proper record on behalf of the Parish Council).

## APM03/25. Dalton Holme Parish Council (DHPC) Chairperson's Report Annual Report

The Chairman, Parish Councillor Lord Hotham, presented the Annual Chairperson's report.

### **Dalton Holme Parish Council Highlights – Chairman's Report 2024/25**

- **General** - All the Parish Council's business has been carried out effectively.
- **Finances** – The Parish Council's finances have been well managed and are in good shape. See the Annual Governance & Accountability Return for full details (available on the website and notice boards).
- **Planning** – All planning applications have been dealt with sympathetically.
- **Defibrillator** –Parish Councillor Mark Colley monitors the defibrillator. The Chairman thanked PC Colley for his work.
- **Thanks** – The Chairman thanked all Parish Councillors for their input and work, as all the work and time given is voluntary a word of thanks for all their endeavours and commitment is appropriate; the same applies to our hard working and efficient Parish Clerk and of course to residents who submitted views and contributed to the discussions on various issues.

The above report was well received and duly noted.

## Annual Parish Council Meeting

APCM01/25 – Apologies – as APM 01/25 above.

APCM 02/25 Election of Chairperson for Dalton Holme Parish Council 2025/26.

Parish Councillor Graham Bulmer proposed that Parish Councillor Lord Hotham be elected as Chairman of the Parish Council.

Parish Councillor Neil Donkin seconded this proposal.

A vote was taken, and the resolution was carried unanimously.

APCM 03/25

Declaration of Acceptance witnessed by the Clerk, Mr Gareth Rees.

APCM 04/25 Election of Vice Chairperson for Dalton Holme Parish Council 2024/25.

Parish Councillor Neil Donkin proposed that Parish Councillor Graham Bulmer be elected as Vice-Chairman of the Parish Council.

Parish Councillor Lord Hotham seconded this proposal.

A vote was taken, and the resolution was carried unanimously.

APCM 05/25 – as APM 02/25 above.

APCM 06/25 Register of Interest

The Clerk reported that all RoI's are up to date.

### APCM 07/25 Accounts

7.1 The Clerk gave a detailed review of the Parish Council Accounts, which included;

- a) Certificate of Exemption.
- b) Annual Internal Audit Report.
- c) Section 1 – Annual Governance Statement.
- d) Section 2 – Accounting Statements.
- e) Analysis of variances.
- f) Bank reconciliation.
- g) Budget approval 2025/2026.

Parish Councillor Neil Donkin proposed the following:

- The Parish Council accept the Certificate of Exemption.
- The Parish Council have reviewed and accepted the Internal Audit feedback.
- AGAR Sections 1&2, Bank reconciliation, Analysis of variances, be accepted as an accurate record of the PC accounts.
- Budget for 25/26 confirmed.

Seconder: The above proposal was seconded by Parish Councillor Lord Hotham.

A vote was taken, and the resolution was carried unanimously.

Resolved: All accounts and budgets listed above were accepted and adopted by the Parish Council.

All information is available on the Parish Council website.

APCM8/25. Discuss and review the following adopted procedures to ensure they remain fit for purpose.

- a) Standing Orders (SO).
- b) Code of Conduct (CoC).
- c) Financial Regulations (FR) & Financial Risk Assessment (FRA).

After some discussion, no amendments were deemed necessary.

APCM9/24. Parishioner Question Time.

There were no Parishioners present at the meeting.

Issued by:

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16th May 2024  
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