

## WOORE PARISH COUNCIL



Minutes of the annual meeting of Woore Parish Council held on Saturday 24<sup>th</sup> May at 10.30am in Woore Victory Hall

Present: Cllrs M Cowey, M Carter, T Gath, R Goodman & C Hamilton

Also in attendance: Chris Mellings – Acting Locum Clerk, C Burnard – Parish Clerk

Apologies were received and accepted from: Cllrs M Austin & J Higgin

25001 The meeting approved the appointment of Chris Mellings (Chief Officer SALC) to act as Locum Clerk & Proper Officer for the meeting due to the previous absence of the Clerk.

25002 Election of Chairman & Acceptance of Declaration of Office (LGA 1972 s15(2))

It was proposed by Cllr T Gath and seconded by Cllr M Carter that Councillor M Cowey be elected Chairman for the ensuing year. This was agreed unanimously by the Council.

On his election, Councillor M Cowey signed the Chairman's declaration of acceptance of office.

25003 Election of Vice Chairman

It was proposed by Cllr M Carter and seconded by Cllr T Gath that Councillor R Goodman be elected vice chairman for the ensuing year. This was agreed unanimously by the Council.

25004 Declarations of Acceptance of Office for Chairman & Councillors (LGA 1972 s83)

The following members had signed their declarations of acceptance of office prior to the start of the meeting:

M Austin  
M Cowey  
M Carter  
T Gath  
R Goodman  
C Hamilton

The Council received and approved the request from Cllr J Higgin to sign the declaration of acceptance of office at or prior to the next scheduled meeting of the Council.

Members were also reminded that following the election on May 1st they are required to submit an Election Expenses Return form to the Returning Officer at Shropshire Council by 29<sup>th</sup> May 2025. A return is required even if no expenditure is incurred.

25005 Co-option of Councillors: to acknowledge vacancies and resolve to provide notice of vacancies by co-option.

As a result of the election, there remained three vacancies which could be filled by co-option. The Council agreed to proceed with co-option and delegated the Clerk to publish a notice of vacancies to enable the Council to consider the necessary co-options at the next scheduled meeting.

25006 Finance Items

- (i) Insurance Renewal: the Council resolved to acknowledge the automatic renewal in line with existing schedule, agreed as 3year term.
- (ii) Invoices/payments & receipts: the Council approved the below detailed expenditure and that payment be made in accordance with the usual arrangements:

Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
19.05.2025	Chelsea Burnard	Clerk Salary (April) - Gross Pay Income Tax deduction Expenses - Milage Claim  <u>Total</u>		£435.04 -£108.80  £18.27  <u>£344.51</u>	- - -	LGA 1972 s. 112 (2) LGA 1972 s. 112 (2)  LGA 1972 s. 112
19.05.2025	Shaping Cloud	Microsoft 365 Licenses March 25 – Feb 2026		£601.92	£0.00	LGA 1972 s. 111
19.05.2025	SALC	ALC Affiliation Fees April 2025 – March 2026		£745.66	£0.00	LGA 1972 s. 143
19.05.2025	Cllr R Goodman	HugoFox Monthly Charge		£11.99	£0.00	LGA 1972 s. 111
19.05.2025	Zurich Insurance	Business Liability Insurance June 2025 – May 2026		£633.18	£0.00	LGA 1972 s. 111
<b>Date</b>	<b>Recipient</b>	<b>Reason for Payment</b>	<b>Cheque Number</b>	<b>Net Amount</b>	<b>VAT Amount</b>	<b>Power of Expenditure</b>
16.04.2025	Shropshire Council	Precept 2025/2026	2504233	£30,249.00		Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39

- (iii) Bank reconciliation: the Council received and accepted the audited year end bank reconciliation, as follows:

Opening Balance as of 1<sup>st</sup> April 2024      £132,083.80  
 Total Income 2024/2025                      £90,354.73 (Includes £50,126.51 of CIL Fund)

Total Expenditure 2024/2025	£36,364.34
Bank Balance as of 31 <sup>st</sup> March 2025	£186,074.19
Unpresented cheques	£340
Closing Balance 2024/2025	<u>£185,754.19</u>

25007 To consider a resolution to defer the remainder of the agenda to the next scheduled meeting of the Parish Council

The Council approved the remaining agenda items 25007 to 25008, 25010 to 25017 and 25019 being deferred to the next scheduled meeting of the Council.

The meeting closed at 10.45am.

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Chairman

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Date

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