

MINUTES OF ARDELEY PARISH COUNCIL ANNUAL MEETING OF THE COUNCIL HELD IN ARDELEY VILLAGE HALL ON MONDAY 13TH MAY 2019 AT 7.00PM

Councillors present: Cllr Adrian Waygood, Chairman
Cllr Stuart Norman, Vice Chairman
Cllr Jim Egginton
Cllr Andrew Miller
Cllr Michael Stevens

Officer attending: Lorna Ewen, Clerk

Others present: Mr T Noble, outgoing chairman, presided until a new chairman had been elected.

10 members of the public

1 Apologies for absence: Apologies for absence were received from Cty Cllr Ken Crofton, albeit he was not obliged to attend the meeting.

2 To receive Councillors' Declarations of Acceptance of Office and welcome newly elected councillors: Forms were duly signed and received from Councillors Egginton, Miller, Norman, Stevens and Waygood, who had stood for election.

3 Election of Chairman: Both Cllr Waygood and Cllr Norman were proposed and nominated and so a ballot of all councillors took place. Cllr Waygood received 3 votes and Cllr Norman received 2 votes as a result Cllr Waygood was confirmed as Chairman.

4 To receive Chairman's Declaration of Acceptance of Office: Cllr Waygood signed the form in the presence of the meeting which was countersigned by the clerk.

5 Election of Vice Chairman: Given the result of the ballot, Cllr Norman was confirmed unanimously as Vice-Chairman.

6 To receive Vice Chairman's Declaration of Acceptance of Office: Cllr Norman signed the form in the presence of the meeting which was countersigned by the clerk.

7 To review registers of interests: This item was for information only; Councillors should have received letters and were reminded that they had 28 days to return their forms to the Council.

8 To approve the internal auditor for 2019-20: Given the recent changes to the composition of the Council, Mr Alan Herbert kindly agreed to continue to assist the council by continuing as internal auditor for the coming year in order to preserve continuity.

9 Audit Requirements for the year ending 31 March 2019

9 a To approve the annual accounts for 2018-2019: Proposed by Cllr Miller, seconded by Cllr Norman, approved unanimously.

9 b To approve the Internal Auditor Report of the accounts for 2018-19: Proposed by Cllr Miller, seconded by Cllr Norman, approved unanimously.

9 c To approve Section 1, the Annual Governance Statement for 2018-2019: Proposed by Cllr Miller, seconded by Cllr Norman, approved unanimously.

9 d To approve Section 2, the Accounting Statements 2018-2019: Proposed by Cllr Miller, seconded by Cllr Norman, approved unanimously.

9 e To agree the dates for the public rights period. The earliest dates of Monday 17th June 2019 to Friday 26th July 2019 (inclusive) were proposed by Cllr Miller, seconded by Cllr Norman, approved unanimously.

10 To approve exemption from an external audit and sign the official audit exemption papers for 2018-19: Proposed by Cllr Norman and seconded by Cllr Waygood and approved unanimously.

11 Annual Reviews: Approval and re-adoption of:

a) Standing Orders: These were approved subject to an amendment that anyone wishing to record a meeting should notify those present of his/her intention to do so. Proposed by Cllr Norman, seconded by Cllr Waygood and adopted unanimously.

b) Financial Regulations: Proposed by Cllr Waygood, seconded by Cllr Norman and adopted unanimously.

c) Risk Assessment: The risk assessment list as it stands needs expanding to include more regular monitoring of the playground and its equipment in accordance with the advice given in the annual report. The risk presented by trees was also considered. Both to be discussed further at the July meeting.

d) Code of Conduct: Proposed by Cllr Waygood and seconded by Cllr Norman and adopted unanimously.

e) Complaints Procedure: Proposed by Cllr Norman, seconded by Cllr Waygood and adopted unanimously.

There were no comments, other from the outgoing Chairman, Mr Tim Noble, who proposed a vote of thanks to the outgoing councillors, David Young and Andrew Cannon.

The meeting concluded at 7.20pm.