

GREWELTHORPE PARISH COUNCIL

Annual Meeting 16th May 2018

7.00pm at the Village Hall

Minutes of the meeting

1.0 Election Of Parish Council Chairman.

Cllr Dawson stepped down as Chair of the Parish Council and Cllr Kerr took the chair.

Proposals were requested for the position of Chair and Cllr Dawson was unanimously elected as Chair.

Cllr Dawson accepted the nomination, signed the declaration and took the chair.

2.0 Election Of Parish Council Vice Chairman

Cllr Kerr stepped down as Vice Chair of the Parish Council.

Proposals were requested for the position of Vice Chair and Cllr Kerr was unanimously elected as Vice Chair accepted the nomination.

3.0 Present

Cllrs Dawson, Kerr, Lofthouse,, Rhodes, Exelby
Cllr Atkinson(NYCC) Cllr Simms (HBC) arrived part way through the meeting.
Two members of the public

4.0 Apologies

None

5.0 Minutes

The minutes of 10th May 2017 were agreed and signed

6.0 Financial Report

The Clerk submitted a summary of income and expenditure throughout 2017/18

Opening Balance 1 April 2017	6116.37
Add: Receipts in the year	6091.30
Less: Payments in the year	5100.92
Closing balance per cash book [receipts and payments book] as at 31 March 2017	7106.75

The statement was agreed by the council.

7.0 Internal Auditor's report

7.1 The Clerk reported that the accounts had been audited by Mrs Iona Taylor and referred to the previously circulated report. It was noted that the report was a positive one with the Council continuing to improve. With regard to certain comments made in the report the Council agreed the following:

- a) To evidence continual updating of the cashbook , it was agreed that the receipts and expenditure pages of the cashbook would be printed out monthly and signed at each Council meeting.
- b) That expenses be specifically identified on the VAT elements of the cashbook and that purchases for the Parish council be subject to a separate receipt.
- c) That the Asset Register be considered at the Annual meeting each year.
- d) Periodic bank reconciliations take place at the March and September Council meetings.

The report was accepted and the Parish Council passed on their thanks to Mrs Taylor for her support. It was also agreed that Mrs Taylor be appointed auditor for the 2018/9 accounts.

7.2 The Council declared an exemption criteria for the submitting of accounts and the certificate was signed by the Chair

7.3 The Council approved the Annual Governance Statement and it was signed by the Chair.

7.4 The Council approved the Accounting statement and it was signed by the Chair.

8.0 Review of Governance Arrangements

8.1 Risk Assessment - the Council considered the proposed revisions to the Risk Assessment and approved the amendments. The amended risk assessment for 2018/19 was adopted.

8.2 Internal Controls – the Council considered the proposed revisions to the Internal Controls and approved the amendments. The amended Internal controls for 2018/19 was adopted.

8.3 Asset Register - the Council considered the proposed revisions to the Asset Register and approved the amendments. In accordance with the recommendations of the internal audit report the Parish council agreed to meet at 10.00 am on 17th June to verify all assets and their location.

9.0 Parish Reading Room Trust

The Council confirmed that their nominations to the Parish Reading Room Trust would be Cllr Lofthouse to represent the Parish Council and Mr I. Brady to act as the Parish Representative.

10 .0 Chairman's Closing remarks

The Chair thanked everyone for their attendance throughout the year and thanked the Clerk for the work undertaken throughout the year. She was looking

forward to the next year and hoped that the imminent improvements in signage will help with communications and a cleaner village.

11.0 Date of Next Annual Meeting

It was agreed that the next Annual General Meeting would take place on 15th May 2019.

Meeting concluded at 7.25pm

Parish Clerk

Signed Chair Date 16th May 2018

Circulation :

Cllr Dawson (Chair), Cllr Kerr- (Vice Chair), Cllr Exelby, Cllr Lofthouse , Cllr Rhodes

CC. Cllr Simms (HBC)
Cllr Atkinson (NYCC)