

Embleton & District Parish Council

Minutes of the Annual General Meeting held on Wednesday 20th May 2015 19:15

Present: Councillors Hewitson (In the chair), Brandwood, Brown, Graham, Wood, Richardson, Teasdale, Hind, Nelson, Wilson,

Apologies: Councillors Petecki, Boardman, and A/BC Tony Addison

Also present: Becx Carter (Clerk), 3 members of the public (Mr C McGrath, Mr L Lake, Mr G Cooke)

01: Welcome, Introductions and apologies for absence

Cllr A Hewitson welcomed everyone to the meeting and thanked them for their attendance. Apologies were received from the above named persons.

02: Election of Chairman & Vice Chairman

It was proposed that Cllr. Petecki be re-elected as Chair for the ensuing year.

Proposed: Cllr. Graham

Seconded: Cllr. Hind

All those present agreed.

Resolved that Cllr Petecki be elected as chair for the forthcoming year.

It was proposed that Cllr Hewitson be elected as Vice-chair for the ensuing year.

Proposed: Cllr Richardson

Seconded: Cllr Wilson

All those present agreed and Cllr Hewitson agreed to accept the office of vice chair.

Resolved that Cllr Hewitson be elected as Vice-Chair for the forthcoming year

03: Declaration of Acceptance of Office

Due to Cllr Petecki not being present at the meeting, the relevant Chairman's declaration of office will be completed prior to the commencement of the June meeting.

04: To approve as a correct record the Minutes for the Annual Council Meeting held on 21st May 2014

All members had received a copy of the Minutes from the Annual Council Meeting held on Wednesday 21st May 2014

It was proposed by Cllr Brown that these minutes be accepted Cllr Richardson seconded this proposal. All present were in favour.

Resolved that the minutes of the Annual Council Meeting held on the 21st May 2014 were approved as a true and accurate record and the chair signed them as such.

05: Requests for dispensations and declarations of interest

i) *Requests for Dispensation*

None received

ii) Declarations of Interest

None received

iii) To note Councillors obligations to update the Register of Interest each year

Copies of the Declaration of Pecuniary Interest form had been passed to each councillor for completion within 28 days of the date of election (7th May 2015).

06: To receive the Audited Statement of the Parish Council Accounts for the year ended 31st March 2015

The Clerk presented councillors with copies of the Year End accounts as internally audited and agreed by Ms J Airey. It was proposed by Cllr Brown and Seconded by Cllr Graham that these be accepted. This was approved by all present.

Resolved that the accounts for the year end 31st March 2015 be approved, and the external audit form was completed by the Clerk & Chair.

07: To receive the internal auditors report and approve the Statement of Assurance and authorise the Chairman to sign the Annual Return for y/e 31/3/15

A copy of the Internal Auditors report had been circulated to all councillors.

Resolved by all present that the Internal Auditors report be received and noted.

Cllr G Hind proposed, and Cllr Graham seconded a motion to approve the Statement of Assurances as detailed below and for the Annual Return to be signed for the year ending 31/3/15

We acknowledge as the members of Embleton Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm that to the best of our knowledge and belief, with respect to the statement of accounts for the year ended 31 March 2015, that:

1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices- **Recommendation- Yes**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness- **Recommendation- Yes**
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances- **Recommendation- Yes**
4. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts & Audit Regulations-**Recommendation-Yes**
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks including the introduction of internal controls and/or external insurance cover where required- **Recommendation- Yes**
6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems- **Recommendation-Yes**
7. We took appropriate action on all matters raised in reports from internal and external audit- **Recommendation-Yes**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements –**Recommendation- Yes**

9. Trust funds (including charitable)- in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit- **Recommendation- Not Applicable.**

Resolved by all present that the Annual Return be completed as such.

8:Questions and Open Discussion

Cllr D Brown proposed and Cllr S Wilson seconded a resolution that in future the proceedings of the May meetings follow standard precedent: Annual Parish Meeting of Electors and Annual Council Meeting (which would encompass all standard monthly business). All present were in favour.

Resolved that in future during the month of May two meetings would be held; Annual Parish Meeting of Electors, and Annual Council Meeting (encompassing standard monthly business).

No further matters were raised.

Meeting closed 19:30

Signed: Chairman Date: