

Elwick Parish Council

Minutes of the Annual General Meeting held at 7.00pm on Monday 23rd May 2016 at Elwick School

Present: Cllrs J Hall, P Hutchinson, B Irving, R Musgrave, H Thompson.
Ward Cllr. B. Loynes, 5 members of the public, Mrs. M. West (Clerk)

The Clerk in the Chair for items 1-4.

1. **Apologies:** Cllr. R. Thompson
2. **Minutes** of the previous AGM, held 1st June 2015 were agreed as a true record.
3. **Election of Chair:** P Hutchinson was nominated by H Thompson, seconded by B. Irving and elected unanimously.
4. **Election of Vice-chair:** H Thompson was nominated by R Musgrave, seconded by J.Hall and elected unanimously.

The Clerk handed over the Chair to Cllr P Hutchinson, who thanked all present for his re-election as Chairman.

5. **Election of Maintenance sub-committee:** The three members of the sub-committee, J Hall, R Musgrave and B Irving agreed to stand again and were elected unanimously.

The Clerk informed all present that, under the Transparency Law, which became effective from July 2015, the Annual Return, once completed and agreed, would be scanned and placed onto the Parish Council's website. The return comprised 4 sections – the Annual Governance Statement, the Annual Accounting Statement and both the Internal and External Auditors' reports.

6. **Annual Governance Statement:** The Clerk read each statement out in turn, and Councillors unanimously agreed that each was correct. There being no Trust funds, it was agreed that the Not Applicable box be ticked. The Chairman and Clerk then signed and dated the Governance Statement, and noted that it would appear under Item 6 in the Minutes.
7. **End of Year Accounts:** The Accounting Statements on the Annual Return, already approved by the Internal Auditor, were presented by the Clerk. The bank Reconciliation figures tallied with the final monthly Actual against Budget statement (produced by the Clerk/RFO for each meeting of the Parish Council), and were accepted as accurate. The Clerk reminded Councillors, and others present, that the Parish Council had adopted a Depreciation Policy the previous year, on the recommendation of the Internal Auditor, and that the Fixed Assets had therefore been depreciated in line with the policy. A copy of the Policy and list of Fixed Assets would be sent to the External Auditors with the Annual Return. The Chairman and

Clerk then each signed and dated the Accounting Statement and noted that this would appear under item 7 in the Minutes.

8. **Internal Audit Report:** The Internal Auditor had found the accounts to be a true reflection of the Parish Council's financial affairs, gave a 'clean bill of health' and made no recommendations.
9. **Appointment of Internal Auditor:** J. Hall proposed and P Hutchinson seconded that we again appoint Mr Peter Olsen FCA to undertake the Internal Audit for 2016/17.

There being no further business relevant to the AGM, the meeting closed at 7.20pm.