

ELWICK PARISH COUNCIL

Minutes of Annual Meeting held at 7.00pm on Monday 24th May 2020 at Elwick WI Hall

Present: Cllrs. H. Thompson, (Chairman), P. Hutchinson, B. Irving, R. Musgrave, R. Thompson

In Attendance: M. Ireland, Clerk, D. Woodward

The outgoing Chairman, Cllr H. Thompson welcomed everyone and presented Cllr Musgrave with a bouquet & card in recognition of her birthday the previous day.

1. **Apologies:** None received
2. **Co-option of two new Parish Councillors:** The Chair explained that as four applications had been received and circulated to Councillors in advance of the meeting, a secret ballot would be held, with each Cllr indicating their preference; in the case of a tie, she would have a casting vote. She had been very pleased to see so many people were interested in joining the PC but asked that the names of the applicants were not revealed. The Clerk gave out ballot slips for Cllrs to complete, then collected and analysed the votes. The ballot resulted in Alex Williamson and David Woodward being voted in. As Mr. Woodward was present, the Clerk invited him to sign his Declaration of Acceptance of Office as a Parish Councillor, which he did. Cllr Woodward then formally joined the Parish Council. The Clerk noted that she would contact Mr. Williamson the next day and ask him to complete his formal Declaration, and would write to the unsuccessful candidates, thanking them for their interest and advising of the elections in May 2022.
3. **Election of Chairman:** Cllr Hutchinson nominated Cllr H. Thompson, seconded by Cllr. Musgrave; Cllr H. Thompson, being willing to accept nomination, was **unanimously elected** and signed the Declaration of Acceptance of office.
4. **Election of Vice-Chairman:** Cllr Musgrave was nominated by Cllr H. Thompson, seconded by Cllr. R. Thompson and, being willing to accept nomination, was **unanimously elected**. Cllr Musgrave signed the Declaration of Acceptance of Office.
5. **Election of Sub-Committees:** The Clerk noted that she had updated the Terms of Reference for each Committee, which had been tabled, but had made no changes of substance.
 - (a) **Social Activities Committee:** Cllrs R. Thompson, Irving and Woodward offered to join this Committee. **Agreed.** Cllr. R. Thompson to Chair. *(NB: Several residents are co-opted to serve on this committee).*
 - (b) **Village Maintenance Committee:** Cllrs Irving and Musgrave, offered to join and Cllr Woodward proposed Cllr. Williamson. Cllr Hutchinson offered to be available as needed. **Agreed.** Cllr Irving to Chair. *(NB: Several residents are also co-opted to serve on this committee).*
 - (c) **Personnel Committee:** Chairman – it being required under the Terms of Reference of this Committee, Cllr Musgrave, as Vice-Chairman of the full Council, was automatically appointed as Chairman. She will be joined by Cllrs Hutchinson and R. Thompson. **Agreed.**
NB: Chairman and Vice-Chairman may attend meetings of any sub-committee, ex-officio.
6. **Banking Arrangements:** There being no concerns it was **resolved** to remain with the Unity Trust Bank and retain all elected Councillors as the signatories. (NB: The Clerk has refused to be a signatory). The two new Cllrs to be added to the mandate ASAP. It was noted that, at their own request, Cllrs H and R Thompson did not both sign a cheque, another signatory always being asked to countersign any cheque signed by either one of them.
Action: Clerk to amend mandate
7. **Assets Register:** The list of Assets as at 31st March was **noted**. Cllr Hutchinson noted that Alan Musgrave held the Council's Stihl blower, which he used to clear the paths and steps on Church Bank. The Clerk was requested to thank Mr Musgrave for continuing to undertake this task.
Action: Clerk to write to Alan Musgrave

8. **Risk Register:** The Risk Register was presented by the Clerk, who noted the amendments made since the last year. Cllr R. Thompson proposed that Mr. Stephenson be requested to undertake the PAT Testing of the PC laptops, including that of the Clerk. The Risk Register was **approved**.
Action: Clerk to arrange PAT Testing of all laptops.
9. **Insurance cover:** The Clerk reminded Councillors that the PC had entered into a 3-year contract with BHIB the previous year. She noted the swift response of the company to the theft of the bench in North Lane. She had submitted the updated Assets Register to them, on which the quote for insurance was based. It was **resolved** that BHIB be appointed as insurance providers to the Parish Council for the period 2021-2022, at a premium of £579.33. Cllr Woodward suggested a photographic record of all the assets of the PC be made; the suggestion being warmly approved by all present, it was **Resolved** that a photographic record of all PC Assets be created.
Action: Clerk to implement photographic record of assets.
10. **Annual Governance and Accountability Return:** The draft document had been circulated in advance of the meeting, with the Accounting Statements and Internal Auditor's Report Sections completed and signed by the Clerk/Responsible Financial Officer and Internal Auditor, as required, together with a copy of the Receipts & Payments Account and Bank Reconciliation.
- (a) **Receipts & Payments Account and Bank Reconciliation:** Cllr R. Thompson noted that the balance carried forward on the AGAR did not match the balance carried forward on the R&P Account. The Clerk explained that due to a cheque dated July 2019 in the sum of £220 not having been encashed, technically the R&P Account was correct, however, the Internal Auditor had suggested the amount be written back to remove this anomaly, and this she had done, and would be informing the External Auditors of this. The accounts were **approved**.
- (b) It was **resolved** to accept the Internal Auditor's report.
- (c) The Accounting Statements were **agreed**. The Chairman signed the Statement.
- (d) **Annual Governance Statement:** Councillors **resolved** that all boxes should be completed in the affirmative. This was done and the Chairman signed and dated the Statement as required.
- (e) It was **agreed** that the Clerk remain the RFO for the period 2021-2022.
11. **Appointment of Internal Auditor:** Cllr R. Thompson proposed, with Cllr Musgrave seconding, that Peter Olsen be reappointed as Internal Auditor. All being in agreement, it was **resolved** to appoint Mr. Olsen as Internal Auditor for the 2021/2022 period, at the same remuneration as at present. (£75.00). The Clerk noted that she had for the year 2020-21, issued Mr. Olsen with a letter of appointment outlining the tasks required, and he had willingly signed this agreement.

This last item concluding the business, the Chairman closed the Annual Meeting at 7.55pm.