

## ALKBOROUGH AND WALCOT PARISH COUNCIL

### Minutes of Annual Meeting held at 19:30 on 15 May 2019

#### Present

Parish Councillors:	J White (Chairman), J Ellis, J Gaunt, N Harland, D Roberts
Ward Councillors:	Cllr. R Ogg, Cllr. E Marper, Cllr. H Rowson
Parish Clerk:	J Mackey
Residents' Association:	I Cranston
Members of the Public:	One

#### **1. To receive apologies for absence**

Councillor S Fell-Bowers and Councillor S Spencer

#### **2. Minutes of meeting held on 2 May 2018**

The minutes of the Annual Parish Council meeting held on 2 May 2018 were agreed, and signed, as a true record.

#### **3. To receive Declarations of Acceptance of Office from Councillors duly elected without contest in the Election of 2 May 2019**

Declarations of Acceptance of Office were received from the councillors elected without contest.

#### **4. Election of Officers**

Chairman – J White, nominated by Cllr Ellis. Seconded Cllr Harland – all in favour.

Vice-Chairman – S Spencer, nominated by Cllr Roberts, seconded Cllr Harland – all in favour.

#### **5. Code of conduct: annual review of councillors' registered interests**

Following the election set for 2 May 2019 each councillor submitted the official forms for Disclosable Pecuniary Interests.

#### **6. To consider the process for the Co-option of one new parish councillor**

At the local council elections held on 2 May 2019 there were seven nominations for the office of parish councillor; this has resulted in there being one vacancy for a councillor on the parish council. The process for the co-option of a person to fill this vacant position was discussed, and decided upon, in accordance with the official guidelines. The Clerk would display a Notice on the Council's noticeboard, and also place this on the council website. Interested persons would need to apply via the Clerk by a closing date of 24 June. A decision on the person to be co-opted onto the parish council would be made at the council meeting due to be held on 3 July.

**7. Review of Standing Orders**

The Clerk advised that there had been some minor changes to the guideline Standing Orders, none of which were of high significance, though mention was made of the inclusion of the responsibilities of local councils with regard to the General Data Protection Regulations. The meeting agreed to adopt the new guideline Standing Orders.

**8. Banking Arrangements**

Chairman advised that these would remain the same due to there being no changes in the officers elected.

**9. Appointment of Internal Auditor**

Chair advised Mr P Stannard had agreed to continue as the Internal Auditor. All agreed to Mr. Stannard continuing in the role.

**10. Responsible Financial officer's Report.**

This had been presented at Annual Parish meeting immediately preceding this meeting.

**11. Annual Governance Statement**

The Annual Governance Statement was presented by the Clerk and all aspects of the Statement had been complied with. This was agreed, and signed by the Chairman.

**12. Annual Return**

The Clerk handed to each councillor a copy of the bank reconciliation and Receipts & Payments Statement for 2018-19. The Clerk explained various items within the accounts and the documents comprising the Annual Return. The Clerk also confirmed that in line with Financial Regulations, Cllr Roberts had signed the Bank Reconciliation for the year 2018/2019 as correct.

The accounts and Annual Return were agreed, and signed by the Chairman.

The meeting closed at 19.50pm.