

Ashfield cum Thorpe Parish Council

Approved Minutes of the Annual General Meeting held on Wednesday 10 May 2017 at 8.45pm (immediately following the Annual Parish Meeting) at the Village Hall, The Street, Ashfield cum Thorpe

Present: Cllr Geoff Hazlewood (Chair), Cllr Simon Garrett (Vice-Chair), Cllr Robert Grimsey, Cllr Myles Hansen, Cllr Ruth Hart and Cllr Ann Langley

Attendance: Simon Ashton (Parish Clerk)

1. **Election of Chair and Signing of the Declaration of the Chair's Acceptance**
Cllr Hazlewood confirmed that he would not be standing for re-election as Chair. As none of the remaining Members agreed to be Chair, Cllr Hazlewood agreed to be Chair for the rest of the meeting on the basis that the Parish Clerk would seek advice from SALC for implementation at the next meeting.
2. **Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**
Members agreed to postpone the election of a Vice-Chair until the next meeting.
3. **Apologies and Approval of Absences**
All Members were in attendance at the meeting.
4. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**
There were no interests declared by any of the Members.
5. **Approval of Minutes of the Previous Meeting on 8 March 2017**
Minutes of the previous meeting of the Parish Council on 8 March 2017 were received, approved as a true record and signed by the Chair.
6. **Matters Arising**
There were no matters arising which had not been included elsewhere on the agenda.
7. **Contributions by Members of the Public**
There were no issues raised by members of the public.
8. **Finance**
The Parish Clerk confirmed that an Internal Audit report had been received from SALC following its review for 2016/17. It was found to share the Parish Clerk's observation that the balances carried forward from the Accounting Statement for 2015/16 did not correspond with the balances brought forward to the Accounting Statement for 2016/17.

Following advice received from BDO, the Parish Clerk agreed to re-state the figures for 2015/16 following a review of the year's transactions identified on its bank statements. It was therefore agreed to consider the year end accounts and governance and accounting statements for 2016/17 for approval at the next meeting. Arrangements would then be made to submit the approved statements to BDO for External Audit. There were no payments requiring authorisation at the meeting.

9. Updates to the Register of Interests

As they did not appear to have previously been completed and retained, the Parish Clerk requested the completion of a Register of Interests form in the cases of Cllr Grimsey and Cllr Langley. Copies of the form were therefore provided for return at the next meeting.

10. Matters for Future Consideration

It was agreed to re-visit the consideration of the co-option of a Member to fill the vacancy arising from the election in 2015 and to review an outstanding payment claim from a former Parish Clerk. Apologies were received from Cllr Hansen, Cllr Hart and Cllr Hazlewood for the next meeting on 14 June 2017. The meeting finished at 9.20pm.

11. Dates of the Next Meetings

- (a) 14 June 2017
- (b) 13 September 2017
- (c) 13 December 2017

Simon Ashton, Parish Clerk
actpc.clerk@gmail.com
26 June 2017