

Minutes of the Annual General Meeting held at the Memorial Hall on 30th May 2019
following the APM

Present: G. Matthews (Chair), S. Cusick, (Vice Chair), A. Clements (AC), D. Fettes (DF), C. Frost (CF), I. Hogg (IH), J. Nicholson, J. Minch (JM), Harry St John (Parish and District Councillor) (HSJ) and L. Walker (County Councillor) (LW)

In attendance : Allison Leigh (Clerk) (AL)

37/19. Election of Chairman: Susie Cusick proposed Greg Matthews as Chair and Andy Clements seconded the motion. Greg Matthews accepted the role for 2019/2020.

38/19. Election of Vice-Chairman: IH proposed Susie Cusick as Vice Chair. HSJ seconded this. Susie Cusick accepted the role for 2019/2020

39/19. Apologies for absence: None.

40/19. Public Forum: No members of the public spoke at this time.

41/19. Adoption of Standing Orders and Financial Regulations: The council resolved to adopt the Standing Orders that had been recently adopted at the February Meeting.

AL noted that an issue had been raised about the Financial Regulations needing to be updated. This will be deferred to the June meeting.

42/19. Confirmation of Risk Assessment and Asset Register: AL noted that she and JM had met to review the Risk Assessment and Asset Register. It is believed that these need updating and AL and JM will work on this together.

43/19. Confirmation of working groups: It was confirmed that the only working group is the Planning Working Group.

44/19. Confirmation of Councillor Roles: The council discussed the various roles and responsibilities the council has and agreed to discuss this further at the June meeting.

45/19. Confirmation of Cemetery Regulations and fees: The council resolved to adopt the Cemetery Regulations adopted at the March 2019 Meeting. The council resolved to continue with the fees as adopted at the 2018/2019 meeting with a view to AL and AC working to update these.

46/19. Finance:

- **2018/2019 Audit Update**
 - **Review of internal audit:** AL reported she had received the internal audit report from IAC. The internal audit report has been signed and things deemed in good order. Kevin Rose of IAC did note some issues

the council should look at in signing the Governance and Accountability and Accounting Statements. Kevin also made some observations which the council will consider.

The council reviewed the report and are happy with it.

- **Signing of Annual Governance Statement and Accounting Statements for 2018/2019 external audit:**

The council reviewed the comments made by the internal auditor. The council was happy with and signed Annual Governance Statement.

The council was happy with and signed the Accounting Statements.

- **Insurance renewal:** The council renewed its 3-year insurance plan with Came & Company.

47/19. Correspondence: None

48/19. Matters for report: To raise matters for discussion without decision or items for next meeting:

None

Date and time of next meeting: Thursday 13th June 2019 at 7:30pm

The meeting closed at 9:20 pm.

Chairman

Date