

INWARDLEIGH PARISH COUNCIL

**Minutes of the Annual General Meeting held on Wednesday 16<sup>th</sup> May 2018, in the Side Room of the Folly Gate Parish Hall.**

**1. Present:** Councillors: Terry Kempster (Chairman), Ian Dennis, David Sykes, Carol Timms, Parish Clerk, Tony Leech (WDBC).

**Apologies:** Cllrs, Phillip Piddington, Tim White, Kevin Ball (DCC & WDBC) Mike Davies (WDBC).

**2. Declarations of interest:** Cllr Dennis and Cllr Timms declared an interest in Item 9.

**3. Election of Chairman.** Cllr Ian Dennis, was proposed by Cllr Timms seconded by Cllr Kempster. It was agreed unanimously to elect Cllr Dennis as Chairman.

**4. Election of Vice-Chairman:** Cllr Timms, was proposed by Cllr Dennis seconded by Cllr Sykes. It was agreed unanimously to elect Cllr Timms as Vice-Chairman.

**5. Minutes of the Annual Meeting 2017:** were signed as correct.

**6. Matters Arising:** None.

**7. Annual Statement of Accounts:** The Clerk handed out the finance books and the completed Annual Return for inspection. Mrs Dennis has carried out an internal audit. The accounts were approved by all present and signed by the Chairman and the Clerk. The accounting and reporting procedures were reviewed. This included having two Councillors to sign cheques and two Councillors to check and initial bank statements at every meeting. It was agreed that no changes were necessary. The Certificate of Exemption - The clerk advised that an external audit could still be carried out, but that there would now be a cost of £200 + VAT. The Councillors voted on whether to be exempt from a limited assurance review (external audit). It was agreed unanimously that an Exemption Certificate should be submitted to PKF Littlejohn the external auditors.

**8. Appointment of Internal auditor:** Mrs M Dennis, was proposed by Cllr Dennis seconded by Cllr Timms. It was agreed unanimously to appoint Mrs Dennis as internal auditor for the year 2018-2019.

**9. Review of Grants:** It was agreed to award the following grants. These will be paid as follows: West Devon Citizens' Advice Bureau £50, Okehampton District Community Transport Group £75, Parish Newsletter £40, Graveyard Fund £150.

**10. Review of Clerks Salary:** An increment of 0.392p/hr is due in July. This was agreed by all present.

**11. Review of Insurance and Risk Assessment.** Insurance: There is another two years to run on the three year long term agreement taken out in May 2017.

Risk assessment: A risk assessment was carried out.

The Chairman thanked the Councillors for their support and work in the past year. The meeting closed at 10.16pm.

Signed.....Chairman

Date.....