



ALLERTHORPE PARISH COUNCIL

Unconfirmed Minutes of the Annual General Meeting held remotely on the Zoom Platform at 19.00 on Thursday 18th June 2020

Present:

Clare Metcalfe	Councillor
Bev Butler	Councillor
Debbie Forster	Councillor
Noel Brennan	Councillor
Laura Brennan	Councillor
Angela Batty	Councillor
Sim Wilkinson	Councillor
Jane Smith	Clerk to the Parish Council

1. APOLOGIES:

None

2. ELECTION OF CHAIRPERSON:

Mrs Smith asked for proposals for the new Chairperson for the current session. Ms Forster proposed Mrs Brennan as Chairperson; this was seconded by Mrs Butler. The proposal was accepted and carried unanimously.

3. ELECTION OF VICE-CHAIR:

Mrs Brennan asked for proposals for the new Vice Chairperson for the current session. Mrs Butler proposed Ms Forster as the Vice Chairperson. This was seconded by Mrs Metcalfe. The proposal was accepted and carried unanimously.

4. MINUTES OF THE LAST MEETING:

Ms Forster proposed and Mrs Metcalfe seconded that the minutes of the AGM held on 20th May 2019 were accepted as a true record. They were signed by the Chairperson.

5. ACCEPTANCE OF ACCOUNTS FOR 2019/2020

- a) The Audit Summary for 2019-2020 with auditor's opinion and signature was presented and accepted and signed by the Chairperson and Clerk.
- b) The Income and Expenditure Statement from 1st April 2019 to 31st March 2020, previously signed by the auditor, was presented and accepted.
- c) The fixed assets statement was presented and accepted.
- d) The AGAR Accounting Statement 2019-2020 was presented, approved and signed by the Clerk and the Chairperson.
- e) The AGAR Certificate of Exemption Part 2 2019-2020 was presented, approved and signed by the Clerk and Chairperson.
- f) The AGAR Annual Internal Audit Report 2019-2020 was presented and accepted.

- g) The AGAR Annual Governance Statement 2019-2020 was presented, approved, and signed by Clerk and Chairperson.
- h) The annual budget was presented, approved and signed by the Chairperson.

6. ADOPTION OF REVISED FINANCIAL REGULATIONS

The revised financial regulations were presented, adopted and signed by the Chairperson.

7. ADOPTION OF REVISED POLICIES:

- a) The revised Standing Orders were presented, adopted and signed by the Chairperson.
- b) The revised Member/Officer Protocol was presented, adopted and signed by the Chairperson.
- c) The revised Member Code of Conduct was presented, adopted and signed by the Chairperson.
- d) The revised Clerk's Contract of Employment was presented, adopted and signed by the Chairperson.
- e) The Health and Safety Policy was presented, adopted and signed by the Chairperson.
- f) The revised Risk Assessment Schedule was presented, adopted and signed by the Chairperson.
- g) The revised Documents and Records – Retention Periods was presented, adopted and signed by the Chairperson.

7. Meeting Closed:

There being no further business the meeting closed at 19:16.

Signed:..... Chairman

Date.....