



## Minutes of the Annual Meeting of Hart Parish Council held at 6.45pm, Monday 17<sup>th</sup> May 2021 at Hart Village Hall

**Present:** Cllrs Littlefair (Chairman), Britcliffe, Simmons, Quarmby, Geddes, Brown and Park

**In Attendance:** Ward Cllrs. Cassidy, Cook and Riddle, M Ireland, Clerk and one resident

The outgoing Chairman welcomed everyone to the meeting, and offered congratulations to the newly elected Ward Councillors.

- 1. Election of Chair:** Nominations were invited for the role of Chairman. Cllr Britcliffe nominated Cllr Littlefair, seconded by Cllr Quarmby and unanimously agreed. Cllr Littlefair signed the Acceptance of Office record.
- 2. Election of Vice-Chair:** Nominations were invited for the role of Vice-Chairman. Cllr Simmons nominated Cllr Britcliffe with Cllr Geddes seconding. Following a unanimous agreement, Cllr Britcliffe signed the Acceptance of Office record.
- 3. Declarations of Interest:** None made.
- 4. Apologies for Absence:** None received.
- 5. Formation of Sub-Committees:** The Chairman noted that the only sub-committee was the Maintenance Committee, and invited nominations for Chair of the Committee. Cllr Britcliffe nominated Cllr Simmons, seconded by Cllr Littlefair and unanimously agreed.
- 6. Banking Arrangements:** Councillors agreed to continue banking with HSBC, and were confirmed that an on-line banking facility would be operational soon. It was agreed that signatories remain the elected Parish Councillors.
- 7. Assets Register as at 31 March 2020:** The Assets Register was agreed as an up-to-date record of assets owned by the parish Council.
- 8. Risk Register as at 1 April 2021:** All agreed that levels of risk were clearly identified and appropriate controls were in place to mitigate risk. Cllr Britcliffe proposed that the level of risk for the Chare wall, was now much higher due to its frail state. It was agreed this should be identified separately and as a Medium/High risk. **Action:** Clerk to amend Risk Register accordingly.
- 9. Insurance:** BHIB had submitted a renewal premium of £381.75. The Clerk informed that the cover provided was standard cover specifically designed for parish councils and was sufficient to the needs of Hart PC. It was **resolved** to pay the premium of £381.75.

**10. Annual Governance and Accountability Return for the Year Ending 31<sup>st</sup> March 2021:**

The document (AGAR) had been circulated in advance of the meeting, together with the Receipts & Payments Account and Bank Reconciliation.

- (a) The Clerk read out each statement in turn, and recorded the Councillors agreement or disagreement with each. All relevant statements were agreed as true, and the Chairman signed the Statement accordingly.
- (b) The Receipts & Payments Account and Bank Reconciliation were unanimously approved.
- (c) The Internal Auditor's Report was noted, with thanks to Mr. Dixon for undertaking it. No actions were required as a result of the Internal Audit.
- (d) The Accounting Statements within the AGAR were unanimously agreed.
- (e) Given the turnover had been below the £25,000 threshold, Councillors **resolved** to approve the submission of the Certificate of Exemption from External Audit, and this was signed by the Chairman.
- (f) The Clerk stated that the Accounts nor having been accepted, they would be published on the website, and Councillors needed to agree the dates between which the accounts would be available for public inspection; the period had to be a consecutive 30 working days. It was agreed that the period would commence on 19<sup>th</sup> May and conclude on 30<sup>th</sup> June 2021. The Clerk completed the relevant form accordingly, for publication.
- (g) Councillors agreed that the Clerk retain the role of Responsible Financial Officer for the coming year, 2021-2022.

- 11. Appointment of Internal Auditor:** Cllr Britcliffe enquired as to whether Mr. Dixon had was willing to continue in the role of Internal Auditor; the Clerk confirmed that he had. Cllr Britcliffe proposed that Mr Dixon be appointed as Internal Auditor for the year 2021-2022, and, as Mr. Dixon made no charge for his services, he proposed that a small gift be given as recognition of his efforts on behalf of the Parish. This was unanimously agreed. **Action:** Clerk to obtain a gift and present it to Mr Dixon with the warm appreciation of the Parish Council.

*Annual Meeting closed at 7.00pm.*