

# EASTON PARISH COUNCIL

## ANNUAL GENERAL MEETING

The Annual General Meeting of the Easton Parish Council was advertised and held on 10<sup>th</sup> May 2018 in St Peter's Church, Easton. The meeting was opened at 8.00pm by the clerk to the Parish Council.

**Apologies received:** none, all members i.e. Michael Baker MBE, Richard Burton, Stephen Thomason, Philip Trussell and Clive Wood present.

There were no members of the public.

**Declaration of Acceptance of Office:** all members, having been returned following the uncontested election, signed their declaration of acceptance of office.

**Declaration of financial or personal interest:** to receive members' declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any agenda item. None received

**Election of Chairman:** the clerk asked for nominations for the election of chairman for the forthcoming year. Clive Wood proposed Michael Baker. Mr Baker agreed to the nomination, the clerk requested this to be seconded. Richard Burton seconded, the vote taken was unanimously in favour and Mr Baker duly elected, accepted the office, took the chair and the meeting resumed with the agenda items.

**Minutes of the Annual General Meeting:** the minutes of the last Annual General Meeting held on 25<sup>th</sup> May 2017 were read, approved and signed as a correct record.

**Matters arising:** none

### **Accounts year end 31/3/2018**

The clerk presented the accounts for year ending 31/03/2018. The Receipts and Expenditure account, Annual Return and Certificate of Exemption having been approved and signed at the meeting 25/04/2018. Following their return from the Internal Auditor submission will be posted on the website and submitted to the external auditor PKF Littlejohn LLP. The notice of public rights advertising the audit will be posted on the notice board.

**Statutory Regulations** the updated NALC model statutory regulations were reviewed and adopted as advised by CAPALC Standing Orders, Code of Conduct for Parish Councils and Financial Regulations. The council also adheres to recommended cheque signing procedure; i.e. two signatures, neither being the clerk.

Insurance cover, to be again reviewed on receipt of documents for renewal 01 June 2018.

**Matters for next meeting** none

The Chairman thanked everyone and closed the meeting at 8.30pm