

DACRE PARISH COUNCIL

**Draft minutes of the Annual Meeting of the Council held on
Tuesday, 14 May 2019 from 7.30p.m. at the United Reform Schoolroom, Dacre**

Present: Councillors J Kerr, A Brown, A Cottrill, C White, K Johnson, S Darnbrook, Borough Councillor Tom Watson and M Pearson (Clerk). Three members of the public attended (part).

- 1. Election of Chairman and Vice Chairman for 2019/20:** Councillor Kerr was nominated and elected Chairman. Councillor Cottrill was nominated and elected Vice-Chairman.
- 2. Declarations of Acceptance** were signed by the Chairman and Vice-Chairman in the presence of Clerk.
- 3. Additions to Register of Business Interests:** None.
- 4. Apologies for absence:** County Councillor Stan Lumley.
- 5. Election / Confirmation of Representatives to other bodies:** The following representatives were confirmed:

Dacre and Hartwith Playing Fields - J Kerr;
Hardcastle Trust - C White and A Brown;
Dacre and Hartwith Village Hall Committee - S Darnbrook;
Nidderdale Safer Neighbourhood Group - K Johnson;
Nidderdale Strategic Partnership - K Johnson; and
Yorkshire Local Councils Association - A Cottrill.

Confirmation of the date of next meeting of the Nidderdale Strategic Partnership was requested;
Clerk to investigate and confirm.

6. Finance & Legal Requirements

- a) The audited Financial Report for 2018/19 was presented to the Council and approved. It was signed by the Chairman and Clerk; **Clerk to post on the Dacre Parish Council website;**
- b) It was noted that as the Council's income and expenditure are both less than £25,000, the Council is exempt from External Audit. The Certificate of Exemption was signed by Chairman and Clerk. **Clerk to submit a copy to the External Auditor and to post on the Dacre Parish Council website;**
- c) The Annual Governance Statement 2018/19 was completed by the Council and signed by the Chairman and Clerk; **Clerk to post on the Dacre Parish Council website;**
- d) The Accounting Statements 2018/19 were approved by the Council and signed by the Chairman and Clerk; **Clerk to post on the Dacre Parish Council website;**
- e) The dates for inspection of Annual Governance & Accountability Return (together with the accounting records for the financial year and documents relating to the records) were confirmed as Monday 17 June 2019 to Friday 26 July 2019. **Clerk to post notice confirming the procedure on the Parish Council notice boards and website on 3 June 2019;**
- f) The Annual Internal Audit Report 2018/19 was accepted by the Council; **Clerk to post on the Dacre Parish Council website;**
It was agreed that a review of the expenditure and feasibility of the Public Conveniences at Dacre Top and of the reserves of the Council should be carried out in line with the recommendations; **Clerk to action;**
- g) It was agreed that the cheque signatories for 2019/20 would be unchanged (Cllrs Kerr, Cottrill and Darnbrook);

- h) Ongoing direct debit payments to E.ON UK plc and Npower (Electricity) and standing order payments to I Grayshon (Cleaning of the Public Conveniences) were approved for 2019/20;
- i) It was resolved for online banking to be used by the Council going forward. Electronic payments will require separate authorisation by two signatories; **Clerk to confirm process for Cllrs Kerr and Cottrill to register for electronic banking;**
Clerk to be provided with “view only” access to the online bank account in order to allow regular monitoring of bank accounts and to speed up the process of providing financial information; **Clerk to confirm process for “view only” access to be given to Clerk;**
It was agreed that Clerk should provide, in advance of each meeting of the Council, financial information including: a bank reconciliation to the end of the previous month; a budget summary for the financial year to date and a list of all payments, receipts and refunds for the financial year to date; **Clerk to provide financial information to all Councillors for each meeting as standard;**
- j) It was resolved that the Council’s Risk Assessment Strategy, Standing Orders and Financial Regulations (Main) would be reviewed with updated policy documents to be approved at the next meeting of the Council (11 June); **Clerk to circulate revised documents for review prior to the next meeting;**
Further review (including review of Financial Regulations (Full) and drafting of a number of new policy documents required) is to be carried out on an ongoing basis and approved at later meetings of the Council; **Clerk to action.**
7. Dates for meetings in 2019/20 were confirmed as: 11 June; 9 July; 10 September; 8 October; 12 November; 10 December; 14 January 2020; 11 February 2020; 10 March 2020; 14 April 2020.
8. The provisional date set for the next Annual Meeting was 12 May 2020.

These draft minutes are published subject to approval at the next meeting of the Council