

DACRE PARISH COUNCIL

Draft minutes of the Annual Meeting of the Council held on Tuesday, 10 May 2022 from 7.30p.m. at the URC Schoolroom

1. **Present:** Councillors J Kerr, C White, J Sutton, S Darnbrook, County Councillor Andrew Murday and M Pearson (Clerk). No members of the public attended.
2. **Apologies for absence:** Councillor R Brown due to holiday. Councillor A Brown due to holiday. Borough Councillor Watson.
3. **Election of Chairman and Vice Chairman for 2022/23:** Councillor Kerr was nominated and elected Chairman. Councillor White was nominated and elected Vice-Chairman.
4. **Declarations of Acceptance** were signed by the Chairman and Vice-Chairman and all Councillors present. It was agreed that Councillor R Brown and Councillor A Brown can sign declarations of acceptance at or before the next meeting of the Council (14 June 2022).
5. **Additions to Register of Business Interests:** Clerk reminded Councillors that their register of business interests should be reviewed periodically and that this should include any third-party organisations that Councillors act as Trustee or Member of. It was agreed that Clerk should send a copy of the current Register of Business Interest for each Councillor to help with this; **Clerk to action.** If any updates are required Clerk can assist with this; **Clerk to notify Harrogate Borough Council.**
6. **Election / Confirmation of Representatives to other bodies:** The following representatives and nominated trustees were confirmed:

Dacre and Hartwith Playing Fields Association (J Kerr and R Brown);
Dacre and Hartwith Village Hall Committee (S Darnbrook);
Hardcastle Trust (C White and A Brown);
Nidderdale Safer Neighbourhoods Group (J Sutton);
Yorkshire Local Councils Association (C White);
Greenhow Enhancement Fund (J Kerr); and
Charity for Poor Widows of Dacre Parish (R Brown).

It was agreed that the Council would not nominate a representative to attend Nidderdale Strategic Partnership meetings but a decision regarding attendance would be made based on each agenda; **Clerk to monitor.**

7. Finance & Legal Requirements

- a) The Annual Internal Audit Report 2021/22 was accepted by the Council. It was noted that the internal auditor found no issues and that there were no outstanding recommendations from the prior year; **Clerk to post on the Dacre Parish Council website.** It was noted that Mr Carruthers had decided to stop acting as internal audit with effect from May 2022 and agreed that the Council should send Mr Carruthers a letter expressing its appreciation for his help carrying out the internal audit over many years; **Clerk to action.**
- b) The financial accounting statements for 2021/22 were approved and signed by the Chairman and Clerk; **Clerk to post on the Dacre Parish Council website;**
- c) The Annual Governance Statement 2021/22 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 2021/22 were approved by the Council and signed by the Chairman and Clerk; **Clerk to pass to post on the Dacre Parish Council website;**
- e) It was noted that as the Council's income and expenditure are both less than £25,000 (with no outstanding action relating to the 2020/21 accounts by the Courts or External Auditor) the Council is exempt from External Audit for 2021/22. The Certificate of Exemption was signed by the Chairman and Clerk. **Clerk to submit a copy to the External Auditor and to post on the Dacre Parish Council website;**
- f) 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 13 June 2022 to Friday 22 July 2022 inclusive; **Clerk to post notice confirming the procedure on the Parish Council notice boards and website on 1 June 2022;**

- g) Ongoing direct debit payments to EON Next (Electricity - Kiosk), EDF Energy (Electricity – Public conveniences), Everflow Water (Public conveniences) and the Information Commissioner’s Officer (Data Protection Annual Fee) and standing order payments to I Grayshon (Cleaning of the Public Conveniences) were approved for 2022/23.
- 8. Dates for meetings in 2022/23 were confirmed as: 14 June 2022; 12 July 2022; 13 September 2022; 11 October 2022; 8 November 2022; 13 December 2022; 10 January 2023; 14 February 2023; 14 March 2023; 11 April 2023; 9 May 2023.
- 9. The provisional date set for the next Annual Meeting was 9 May 2023.

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