

# WILLINGALE PARISH COUNCIL

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## MINUTES OF THE PARISH COUNCIL ANNUAL GENERAL MEETING HELD AT 8.00PM ON 14<sup>TH</sup> MAY 2019 IN THE VILLAGE HALL, WILLINGALE

### **PRESENT**

Cllr David Stokes (DS), Cllr Stuart Bosworth (SB), Cllr Stephen Grainger (SG), Cllr Nick Pavyer (NP),  
Cllr Raymond Booty (RB)

In attendance: J.Strathern (JS) Clerk to the Council and 4 members of the public.

### **999. To elect a Chairman for Council year 2019/20**

Cllr Stokes proposed by Cllr Pavyer and seconded by Cllr Grainger. Unanimously agreed.

### **1000. To receive the Chairman's declaration of acceptance of office**

Cllr Stokes signed declaration of acceptance of office and Parish Clerk witnessed and signed the declaration.

### **1001. Apologies for absence**

Cllr Liz Giblin.

### **1002. To elect a Vice-Chairman for Council year 2019/20**

Cllr Stokes explained that none of the current Councillors had expressed an interest in becoming vice-chair, mostly due to their existing other commitments. He proposed that should he be absent from a future meeting, the meeting would need to elect a Chair for that meeting. Cllr Stokes suggested a Vice Chair could possibly be elected later in the year. Unanimously agreed.

### **1003. To elect representatives for Council year 2019/20**

The Parish Council 'Co ordination Roles' were agreed as follows:

Village Hall Committee – Cllr Bosworth  
Parish Police Forum – Cllr Stokes  
Highways Forum – Cllr Booty  
EALC and EALC Liaison – Cllr Stokes and Parish Clerk  
Ayletts Trust - Cllr Bosworth

### **1004. Approval of accounts for financial year 2018/2019**

Cllr Stokes explained the 2018/19 Annual Governance and Accountability Return process. Although the Parish Council were able to declare themselves exempt from sending the completed Annual Governance and Accountability Return to the external auditor (due to gross annual income or gross annual expenditure being below £25,000) there is still a requirement to complete the Annual Internal Audit report. A Certificate of Exemption and the Annual Governance and Accountability Return (Part 2) is then returned to the external auditor. The Internal Audit Report and findings was reported to the Parish Council.

- a) The Annual Internal Audit Report was noted.
- b) The Annual Governance Statement was approved and signed by Chairman and the Parish Clerk.
- c) The accounts for the financial year 2018/2019 were approved

**Action: JS to send Certificate of Exemption and Annual Governance and Accountability Return to external auditor.**

**Action: JS to publish documents on the Parish Council website.**

**Action: DS to display accounts and inspection notice to the noticeboard**

8:20 meeting closed.