

**MINUTES OF THE ANNUAL GENERAL MEETING Tuesday 11<sup>th</sup> May 2021**

**Present:** Councillors: A Steven. T Bastard. J Perry. M King. T Dathan. R Robinson. L Hunt.

**In Attendance:** M Fasham (Clerk).

**Other attendees:** Cornwall County Councillor Adrian Parsons. (AP)

A vote of thanks was issued to retiring County Councillor Neil Burden, for the many years of service to this ward. Neil was always available for any help and advice.

Adrian Parsons was welcomed to this meeting and congratulated on his success at the Cornwall County Council elections as County Cllr. for this ward.

Cllr. Parsons thanked the council, explained his approach would be to familiarise himself with this area, in particular; Local Plans & Development and highways issues. This council can approach AP for advice on local issues.

**1. APOLOGIES:** None

**2. ELECTION OF CHAIR & VICE CHAIRPERSON & SIGNING OF ACCEPTANCE OF OFFICE:**

Lawhitton Parish Council elections were not contested at elections held on 6<sup>th</sup> May 2021, all current members of the parish council agreed to stay for the full term: A Steven. T Bastard. J Perry. M King. R Robinson. T Dathan, L Hunt were sworn in as parish councillors for the next four-year period of this council.

2.1. Election of officers:

2.1.1. Chair: Councillor Steven nominated and agreed by council.

2.1.2. Vice Chair. Councillor Dathan nominated by TB seconded by JP and agreed by council.

2.2. Acceptance of Office forms to be sent to councillors for signing.

**3. CONFIRM MINUTES OF PREVIOUS AGM:** No AGM was held in 2020 due to the pandemic.

**4. MATTERS ARISING:** None

**5. FINANCE:** Closing bank balance of £2,0611.11 at financial year end.

5.1. The annual accounts and financial statement having been agreed by councils appointed internal Auditor Mr B Worth and signed on the 7<sup>th</sup> May 2021 were circulated to the council for approval. The council agreed and approved the statement of accounts, these were then counter signed by the chairman. Councillor Alastair Steven and Clerk.

5.2. The external Annual Audit Return for the year ending 31 March 2021 as set out in guidance by Auditors PKF Littlejohn LLP – 2020-21 External Auditor for Smaller Authorities"; this council should only complete the Certificate of Exemption AGAR Part 2 and return this to PKF Littlejohn before the stated deadline.

5.2.1. The Clerk reported that on the 4<sup>th</sup> May 2021 Annual internal audit report 2020/21 was completed and signed by the appointed internal Auditor Mr B Worth. Reporting that in his view the accounting records and systems of internal control were up to date, adequate and effective for this council, there were no matters to raise.

5.2.2. Section 1 – The Annual Governance Statement 2020/21, having been completed by the clerk were agreed by council, then signed by the Chairman Alastair Steven and Clerk Mary Fasham.

5.2.3. Section 2 - Accounting Statements 2020/21 of the Annual Return, having been completed by the finance officer with an explanation on any significant variance, was inspected, agreed and approved by the council. Then signed by the Clerk Mary Fasham and Chairman Alastair Steven.

5.2.4. The accounts will be made available for inspection by Parishioners, in the mornings of working days from 1<sup>st</sup> July to 2<sup>nd</sup> August 2021. Notice to be displayed on the web site [www.lawhitton-pc.org](http://www.lawhitton-pc.org) and parish notice board.

**6. A.O.B.**

6.1. Review of Clerks Terms & Conditions. Council discussed this and agreed that the work carried out by the Clerk to be satisfactory. Council proposed increase in hourly salary rate in line with inflation. 2.5%.

6.2. Chairman proposed the nomination of Mr B Worth as internal auditor for 2021-2022 accounts. This was agreed by the council.

**Date of next AGM** 10<sup>th</sup> May 2022.

Meeting Closed at .8.30 pm.

Signed..........(Chairman) Date.....10/05/22.....