

**MINUTES OF THE ANNUAL GENERAL MEETING Tuesday 10<sup>th</sup> May 2022**

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

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

**Other attendees:** None.

**1. APOLOGIES:** Cllr. Mike King.

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

All current members of the parish council agreed to continue and stay in post and for the full term.

**3. CONFIRM MINUTES OF PREVIOUS AGM:** Minutes of the 2021 AGM were circulated prior to this meeting Council agreed. Duly signed by Chair and clerk. **Closed**

**4. MATTERS ARISING:** None

**5. FINANCE:** Closing bank balance of £1,583.54. 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 5<sup>th</sup> May 2022 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 2022 as set out in guidance by Auditors PKF Littlejohn LLP – 2021-22 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. AGAR Certificate of exemption 2021/22. The Clerk reported that on the 5<sup>th</sup> May 2022 Annual internal audit report 2021/22 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 2021/22, 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 2021/22 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 and agreed the increase in hourly salary rate.

6.2. Chairman proposed the nomination of Mr B Worth as internal auditor for 2022-2023 accounts. This was agreed by the council.

**Date of next AGM** 9<sup>th</sup> May 2023.

Meeting Closed at .8.15 pm.