

Minutes of the Annual Meeting of Kelfield Parish Council held in the Village Institute on Wednesday 9 May 2018.

Present Cllrs T Bell, Chairman; M Neale, J Smith.
The Clerk.
3 members of the public.

1.0 TO ELECT A CHAIRMAN

Cllr T Bell was proposed and seconded and there being no other nominations
Cllr Bell was duly elected Chairman for the year 2018-19.

2.0 TO RECEIVE OF THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

2.1 *The Chairman's Declaration of Acceptance of Office was received.*

3.0 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

3.1 Apologies; Dist Cllr E Casling, County Cllr R Musgrave, Cllr Bramley, Cllr Drayton.
3.2 Cllr Bell declared that he was on the Kelfield Village Institute Committee

4.0 TO ELECT A DEPUTY CHAIRMAN

Cllr M Neale was proposed and seconded and there being no other nominations
Cllr Neale was elected Deputy Chairman for the year 2018-19.

5.0 TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES

5.1 It was moved, seconded and agreed that the following appointments be made:
Mrs C A Lee Internal Auditor for the Council for the year 2018-19
Cllr M Neale representative on the Community Resilience Plan Committee
Cllr M Neale and Cllr Drayton as representatives on the YLCA Selby Branch

6.0 TO APPROVE THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

6.1 To complete the Annual Governance Statement.

Members considered each question on the Governance Statement and responded 'yes' to each one in turn, upon which it was proposed seconded and resolved that;
the Governance Statement be signed by the Chairman.

6.2 **Notice of Audit.** The Notice of Audit had been received and duly posted on the notice board.

6.3 **Review of the effectiveness of the system of internal control.** Having undertaken a review of the system item by item, it was moved seconded and agreed that; *the system of internal control is effective and continues to fulfil its intended purpose.*

6.4.1 To receive the report of the Internal Auditor on the unaudited accounts for 2017-18.

The Internal Auditor reported that 'based on the tests carried out, I found the accounts to be satisfactory and that the Council's system of control to be in place, adequate and effective for the purpose intended'.
The report was noted.

6.4.2 To receive and approve the unaudited accounts and the Annual Return for the year ending 31 March 2018.

The accounts, having been circulated to members, it was proposed, seconded and resolved that;
the unaudited accounts and the Annual Return for the year ending 31 March 2018 be approved.

7.0 TO FIX THE DATES OF MEETINGS FOR THE ENSUING YEAR

The following dates for the meetings of the Council for the Year 2017-18 were proposed:

Wednesday 11 July 2018
Wednesday 12 September 2018
Wednesday 14 November 2018
Wednesday 9 January 2019
Wednesday 13 March 2019
Wednesday 8 May 2019
Wednesday 8 May 2019 (Annual Meeting)
Special Precept Meeting Wednesday 12 December 2018
Annual Meeting of the Parish 8 May 2019

Having been moved and seconded; *the above dates were agreed. (The meeting originally set for 5th December was moved to 12th December due to a clash in bookings at the Kelfield Village Institute)*

There being no further business, the Chairman closed the meeting at 8.20pm.