

Minutes of the Annual Meeting of Kelfield Parish Council held at the Kelfield Village Institute on Monday 15 May 2023.

Present Cllrs T Bell, Chairman; Cllrs R Gascoyne, R Bramley, G Little, K Gooblar

The Clerk.

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 2023/24.

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

Declarations of Acceptance of Office from the Chairman was received.

3.0 TO RECEIVE OF THE ALL COUNCILLORS DECLARATION OF ACCEPTANCE OF OFFICE

3.1 *Declaration of Acceptance of Office forms, Register of Interest forms were duly received from all councillors present.*

4.0 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

4.1 Apologies; County Councillor, J Cattnach, Cllrs R Gascoyne, S Finn.

5.0 TO ELECT A DEPUTY CHAIRMAN

As there were no nominations, so it was proposed and seconded to postpone until a later meeting.

6.0 TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES

6.1 Mrs C A Lee was appointed as Internal Auditor for the Council for the year 2023/24

6.2 It was proposed and seconded that the representatives are appointed ad hoc., for YLCA Branch Meetings

7.0 TO APPROVE THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

7.1 To certify Kelfield Parish Council as exempt from external audit for fiscal year 2022/23.

Resolved that Kelfield Parish Council is exempt from external audit for the year 2022/23 as its annual turn-over does not exceed £25,000.

7.2 To note the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return (AGAR).

Resolved that Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/23 be noted.

7.3 To approve Section 1 – Annual Governance Statement 2022/23 for Kelfield Parish Council on page 5 of the AGAR 2022/23.

Resolved that Kelfield Parish Council approve section 1 Annual Governance Statement 2022/23 for Kelfield Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23.

7.4 To approve section 2 – Accounting Statements 2021/22 for Kelfield Parish Council on page 6 of the AGAR 2022/23.

Resolved that Kelfield Parish Council approve Section 2 – Accounting Statements 2022/23 for Kelfield Parish Council on page 6 of the Annual Governance and Accountability Return 2022/23.

7.5 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.

Resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for smaller Authorities, Kelfield Parish Council will publish the following documents on a public website: Certificate of exemption; Annual Internal Audit Report 2022/23; Section 1 – Annual Governance Statement 2022/23; Section 2 – Accounting Statements 2022/23, page 6; Analysis of variances; Bank Reconciliation to 31 March 2023; Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

7.6 It was proposed and seconded that the dates for the exercise of public rights are Monday 12 June 2023 to Friday 21 July 2023.

8 Review of Kelfield Parish Council policies – Standing Orders, Code of Conduct, Financial Regulations, Guardian/Deputy Guardian of the Defibrillator - circulated. The first three policies were approved. It was agreed that Cllr Little will update the Defibrillator policy / process and share.

9 To note the dates of meetings for the ensuing municipal year. It was proposed and seconded that Cllr Bell contacts the KVI to discuss hall hire charges. 80.585

10 July 2023

11 September 2023

6 November 2023

4 December 2023 – Special Precept

8 Jan 2024

11 March 2024

13 May 2024 – Annual Meeting

It was resolved that the above dates were agreed, subject to KVI availability.

There being no further business, the Chairman closed the meeting at 8.17 pm.