

# *Littlethorpe Parish Council*

## **Minutes of the Annual Meeting of Council held at 19:30 on Monday 13 May 2019 at Littlethorpe Village Hall**

Present: Cllr Spoor, Cllr Winterburn, Cllr Laughner, Cllr Gray, Cllr Orme, Borough Cllr Atkinson, 2 members of the public, and David Duthie (Clerk)

1. Apologies were received from: County Cllr Harrison
2. Declarations of interest           None further to those listed on the Harrogate Borough Council website
3. Cllr Laughner proposed and Cllr Orme seconded adoption of the minutes of the Annual Meeting of Council of Monday 14 May 2018, that was passed unanimously
4. Election of Parish Council Chair:       Cllr Orme proposed and Cllr Gray seconded Cllr Spoor to be elected Chair of the Parish Council, that was passed unanimously.
5. Election of Vice Chair:                Cllr Spoor proposed and Cllr Laughner seconded Cllr Winterburn to be elected Vice Chair of the Parish Council, that was passed unanimously.
6. The Register of Assets at 1 May 19 was signed by all five Councillors.
7. Financial report
  - 7.1 The financial summary 2018-19 was received.
  - 7.2 The accounting statement for 2018-19 was received.
  - 7.3 The Annual governance and accountability return (AGAR) 2018-19 was received.
  - 7.4 RESOLVED that Littlethorpe Parish Council is exempt from external audit for the year 2018-19 as its annual turn-over does not exceed £25,000. The Responsible Financial Officer and Chairman signed the Certificate at page 3 of the Annual Governance and Accountability Return 2018-19
  - 7.5 RESOLVED that Annual Internal Audit Report for 2018-19 included at page 4 of the Annual Governance and Accountability Return 2018-19 be noted.
  - 7.6 RESOLVED that Littlethorpe Parish Council approve Section 1 Annual Governance Statement 2018-19 for Littlethorpe Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.
  - 7.7 RESOLVED that Littlethorpe Parish Council approve Section 2 - Accounting Statements 2018-19 for Littlethorpe Parish Council on page 6 of the Annual Governance and Accountability Return 2018-2019
  - 7.8 RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Littlethorpe Parish Council will publish the following documents on a public noticeboard and website:
    - 7.8.1 Certificate of Exemption,
    - 7.8.2 Annual Internal Audit Report 2018-19,
    - 7.8.3 Section 1 – Annual Governance Statement 2018-19, page 5

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- 7.8.4 Section 2 – Accounting Statements 2018-19, page 6
  - 7.8.5 Analysis of variances
  - 7.8.6 Bank Reconciliation to 31 March 2019
  - 7.8.7 Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
8. Financial commitments 2019 – 20
- 8.1 Honorarium, PAYE, and working from home allowance for Parish Clerk
  - 8.2 Hire of village hall for Council meetings
  - 8.3 Membership of Yorkshire Local Councils Association and Society of Local Council Clerks
  - 8.4 Insurance
9. Appointment of representatives to external bodies
- 9.1 Village Hall Committee
    - 9.1.1 Cllr Laughher
  - 9.2 Alderman Spence Committee
    - 9.2.1 Cllr Gray
  - 9.3 Two Council Representatives to Yorkshire Local Council Association
    - 9.3.1 Cllr Orme, Cllr Laughher
10. Chairman's address
- 10.1 Much of what the Chairman wished to note has been recorded in the minutes of the meeting on 11 Mar 19 and the Annual Meeting of Council on 29 Apr 19.
  - 10.2 The Chairman thanked the Councillors and Clerk for their efforts during the previous year.
  - 10.3 The Vice Chairman wished to record with appreciation the leadership, contributions and mentorship Roly Curtis, previous Chairman and longstanding member of Littlethorpe Parish Council, who is currently unwell.
11. Date of next meeting
- 11.1 Monday 11 May 2020
12. Meeting closed 19:45