**Minutes of the Annual General Meeting of the Parish Council**

**24 May 2016, WI Hut, Loversall**

**In Attendance:** Councillors: Pat Barbour, Spencer Morris, Nigel Tomlinson, Keith Wilson (Chair), Colin Wright, Sophie Wright

Clerk to the Council: Lindsay Wilson

1. **Election of Chair:** Cllr Keith Wilson was nominated and elected to be Chairman for the year 2016-17

**Proposed:** Cllr Barbour **Seconded:** Cllr Tomlinson

1. **Declaration of Acceptance of Office:** Cllr Wilson signed the said declaration form
2. **Election of Vice-Chairman:**  It was agreed that this office was surplus to requirements in this Parish Council. In the absence of the Chair at a meeting, another Councillor well be elected to chair the meeting.
3. **Minutes of the Annual General Meeting of the Parish Council held on 12 May 2015:** These were agreed as a true record of that meeting and signed on 22 June 2015 – requiring ratification.

**Proposed:** Cllr Tomlinson **Seconded:** Cllr Barbour

1. **Review and Adoption of:**
	1. **Standing Orders V3:** concerning non-pecuniary interests, agreed 26 September 2015. Councillors to inform the Clerk regarding any relevant change in their personal circumstances
	2. **Delegated Powers**
	3. **Employment Policies:**
		1. Health and Safety
		2. Equal Opportunities
		3. Sickness Absence
		4. Disciplinary and Grievance

It was agreed that the above should be accepted ‘en bloc’ as no material changes have been required.

 **Proposed:** Cllr Wilson **Seconded:** Cllr Wright

1. **Review and Adoption of Financial Regulations:** Cllr Wilson brought to Councillors’ attention a number of changes to the original document they had received on becoming councillors. Some changes relate to larger Parish Councils, with incomes in excess of £25000, not pertinent to Loversall Parish Council.

Other relevant changes include:

(para 4.1) Authority to spend on revenue items. The Parish Council has discretion over the limits of expenditure. It was proposed and agreed that : items over £40 to be authorised by the parish council; items over £25 and below £40 to be approved by any two cheque signatories and ratified at the subsequent ordinary meeting; the Clerk to authorise items below £25.

 **Proposed**: Cllr Tomlinson **Seconded**: Cllr Morris

(para6.4) Payment by cheque – a member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances be a signatory to the payment in question. Loversall Parish Council has already adopted this principle

It was decided that the revised Financial Regulations should be agreed and adopted. Councillors would be reissued with a complete new set of revised Regulations.

**Proposed:** Cllr Morris **Seconded:** Cllr Wright

1. **Review of Insurance Cover:** The current contract with Zurich was detailed in the budget statement discussed and agreed at the meeting on 13 April 2016. It was felt as the price was unchanged from previously (with a small additional amount of Government tax) that this contract should be continued.

**Proposed:** Cllr Morris **Seconded:** Cllr Barbour

1. **Finance:**
	1. **Income and Expenditure 2015/16 –** this was considered at the meeting on 13 April 2016. £1560.76 carried forward to 2016/17
	2. **Estimates and risk assessment for 2016/17 –** the draft budget previously agreed now becomes the budget, with the proviso that the cost of repair to the bench is likely to be approximately £350.00 more than the original estimate. Councillors received a copy of the agreed budget statement – indicating that the uncommitted funds will now be £500-600.
	3. **Completed Risk assessment proforma –** circulated to councillors – changes highlighted – gradual increase in the precept to fund sufficient hours to fund a viable Clerk’s post in the future; signing of cheques – already addressed; non-pecuniary interests of councillors – previously addressed; data will be held on a soon to be purchased dedicated LPC laptop; the possibility of scanning old paper records to be stored electronically was discussed; the appointment of an appropriately qualified internal auditor (Mr Mike Gornall, as previously agreed).
2. **Dates of Ordinary Parish Council Meetings 2016/17**

**13 July 2016 26 October 2016 11 January 2017 22 March 2017 24 May 2017**

The meeting closed at 19.30 hrs

Signed .................................................................... Date .....................................

Chair