

Minutes of
ANNUAL GENERAL MEETING
GREATFORD PARISH COUNCIL

Held on Tuesday 22nd May 2018 at 7.30 pm in the village hall.

Present :

Councillors: Nigel Ashby (Chairman) George Aylett (Vice Chairman), Ibis Channell, Jon Workman

Clerk : Lois Webb

Linc County Councillor : Rosemary Trollope-Bellew

District Councillor: Mr Kelham Cooke.

Members of Public : Mrs. Elizabeth Ashby, Mr. Jason Halsey, Mr.Chris Granville-White, Mr. Bob French, Mr Steve Dean, Mr Phillip Britton, Mr & Mrs C. Gilbert.

844/18 **Opening of meeting:** The Chairman, Nigel Ashby, welcomed those present, and asked if anyone objected to their name appearing in the minutes. There were none

845/18 **Apologies:** Cllr David Anderson, Mrs. Dani Wheeler, Mr Malcolm Wells, Mr Rod Campbell

846/18 **Election of Chairman:**

It was proposed by Cllr. George Aylett and seconded by Cllr. Jon Workman that Nigel Ashby be re-elected as Chairman, there were no other nominations, all in favour, carried.

847/18 **Election of Vice Chairman:**

As George Aylett gave in his letter of resignation (having mentioned his intention to resign at the PC meeting in March) Cllr Workman nominated Cllr David Anderson – in his absence - seconded by Cllr Ashby. There were no other nominations, all in favour, carried.

The Chairman thanked George Aylett for his 15 years of loyal service from May 2003 to May 2018, nine years of which as Chairman, and said we are very sorry to see him step down, but wished him well in his retirement.

A Notice of Vacancy must now be published. If within 14 working days of the date of the Notice there are 10 electors within the parish who submit a written request to the Returning Officer that an election be held then a Notice of Election will be published. Following the expiry of the Notice of Election and the deadline for withdrawals, a poll will only be held if there are more candidates than seats available. If there no one who comes forward the PC then can co-opt someone to fill the vacancy.

848/18 **Election of Responsible Financial Officer (RFO)**

The Clerk nominated Cllr David Anderson (in his absence), seconded by Cllr Ashby, no objections, carried.

849/18 **Declaration of acceptance of Office**

The elected Chairman signed the form (with the Clerk witnessing his signature) to be put on file. A copy for the Vice Chairman and Responsible Financial Officer elected will be signed on his return in a few day's time.

850/18 **Expense Forms :** Non - applicable

851/18 **Declaration of interests: Pecuniary Interests:** Non-applicable.

852/18 **Election of Clerk.**

Lois Webb was asked if she was willing to continue and she agreed. Cllr Ashby proposed her, seconded by Cllr Workman, there were no other nominations; all in favour, carried.

853/18 **The minutes of the AGM of the Parish Council of 23rd May 2017** had been Circulated prior to the meeting, and were proposed for approval by Cllr. Workman, seconded by Cllr Ashby and signed as a true record. All in favour.

854/18 **FINANCES**

The Clerk was assisted with the Parish Council's accounts in preparation for the Annual Audit by Cllr David Anderson, our newly nominated Responsible Financial Officer (RFO) and she wished to express her grateful thanks not only to help with the Audit but also doing the budget and the VAT reclaim on line - which the Clerk had tried to accomplish for two years by post, but eventually had to be done on line. The Clerk would also like to minute her thanks for Mr James Everitt for doing the internal Audit on the accounts in preparation for the meeting.

855/18 The clerk then presented the Parish Council's Accounts for 2017/2018, and the **ANNUAL GOVERNANCE STATEMENT 2017/18, SECTION 1** of the Annual Audit Return for the year ended 31st March 2018. It was proposed by Cllr Nigel Ashby, seconded by Cllr Jon Workman that the Council approve them, all agreed, and they were duly signed by the Chairman and the Clerk. The reference number added to the form for the Audit. The new Auditors are PKF
This document will be put on the website and notice board on 4th June for the necessary number of days

856/18 The Clerk presented the **ACCOUNTING STATEMENTS, SECTION 2** of the Annual Audit Return 2017/18. Cllr Nigel Ashby proposed we approve this, seconded by Cllr. Workman. All agreed, and Section 2 was signed by the Chairman and Clerk. The reference number added to the form to be put on the website in accordance with Auditing procedure. This will be put on website and notice board on 4th June with all other necessary audit documents.

Meeting closed at c. 7.45 pm.

Signed : Chairman:

Signed : Clerk: Lois Webb

Date :