

AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
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Minutes of the Annual Meeting of the Azerley Parish Council held on Thursday 26th May 2022 at 7.30pm at Galphay Village Institute, Galphay.

Post-Election Meeting

May 2022 – 1 The Clerk received Councillors Declarations of acceptance of Office and signed them as a witness where necessary. These will be retained on record by the Clerk.

May 2022 – 2 The Clerk ensured that all present had a copy of Councillors Declarations of Election Expenses and retained those that required delivery to Harrogate Borough Council the next day.

May 2022 – 3 The Clerk distributed Councillors Declaration of Interest forms to those present requiring them and retained those that required delivery to Harrogate Borough Council the next day.

May 2022 – 4 It was decided that the Clerk should commence the process of co-option for Councillor Sanders who was unable to submit his election papers on time.

Annual Meeting

(2022-23 – 001) Present were Cllr. Neal Topham (Chair), Cllr. Robert Weatherhead (Vice Chair), Cllr. Patricia Harling, Cllr. Sheila Miller and Cllr. Brian Thackray.

(2022-23 – 002) Apologies were received from Cllr Margaret Atkinson.

(2022-23 – 003) Also present was David Taylor, Clerk and Responsible Financial Officer to the Parish Council and 2 members of the public including Bernard Sanders.

(2022-23 – 004) Cllr Neal Topham was **elected** as Chairman of the Parish Council. He was **nominated** by Cllr Harling and seconded by Cllr Miller and the vote was **unanimous**.

(2022-23 – 005) Cllr Weatherhead was **elected** as Vice-Chairman of the Parish Council. He was **nominated** by Cllr Lawson and seconded by Cllr Miller, the vote was **unanimous**.

(2022-23 – 006) The Chairman, Cllr Topham, **welcomed** those present to the Annual Meeting of the Azerley Parish Council.

(2022-23 – 007) There were no **Declarations of Interest** received and so no dispensations were required.

(2022-23 – 008) Cllr Weatherhead and Cllr Miller were elected to be represented at the YLCA Branch Meetings as voting members.

(2022-23 – 009) It was **resolved** to instruct Carrie Pillow, t/a Elkerlodge Bookkeeping Services to carry out the Annual Internal Audit for the Parish Council. This was due to the previously instructed internal auditor being unable to carry out the audit in the required timeframe.

(2022-23 – 010) It was **resolved** to **approve** and **adopt**, without amendment the following governance documents. These documents were circulated prior to the meeting and taken as read:

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DRAFT MINUTES OF THE MEETING HELD ON 26TH MAY 2022

- a. Code of Conduct
- b. Code of Conduct (Social Media)
- c. Financial Regulations
- d. Standing Orders
- e. Publication Scheme
- f. Records Management
- g. Financial Risk Management
- h. Risk Assessment
- i. GDPR Statement

(2022-23 – 011) The Council **received** the Internal Auditor's report prior to voting on the Annual Governance and Accountability Return below.

(2022-23 – 012) The Clerk, who is also the Council's Responsible Financial Officer, commented that the new auditor has used a very different method of reporting on the Parish Councils affairs over the year 2021-2022. The Clerk will use the report as the basis for improvement over the coming months.

(2022-23 – 013) It was **resolved to approve and sign** the following documents for the 2019/2020 audit:

- a. Certificate of Exemption of the Annual Governance and Accountability Return 2019/20
- b. Section 1 of the Annual Governance and Accountability Return 2021/22 (The Annual Governance Statement).
- c. Section 2 of the Annual Governance and Accountability Return 2021/22 (The Accounting Statement).

(2022-23 – 014) **The Chairman closed the** Annual Meeting of the Azerley Parish Council and thanked those present at attending.

These minutes were recorded and prepared by the Clerk to the Parish Council, David Taylor.

Signed as a true record by Cllr Neal Topham, Chairman

Date:

At the Regular Meeting of the Azerley Parish Council held on 14th July 2022 it was resolved by unanimous vote to approve these minutes, copies of which had been previously circulated to Members, as a true and correct record. These minutes were then signed by the Chairman accordingly.

The signed Minutes are held in the Parish Council minute book at the Clerk's address, below, and can be viewed by prior appointment.

Clerk : David Taylor. 57 Whitcliffe Lane, Ripon, HG4 2LB. 01765 601693