

## HEATON WITH OXCLIFFE PARISH COUNCIL

### **Minutes of the Annual Meeting of the Parish Council held at Grosvenor Park School on Wednesday 17<sup>th</sup> May 2018 commencing at 7-00pm.**

**Attendees:-** Councillor Mr W Jackson (Chair)  
Councillor Mrs M Baxter  
Councillor Mr S Edmondson  
Councillor Mrs G Kelly  
Councillor Mr P Melling  
Councillor Mr K Percy  
No members of the public were present at the meeting

1. **Apologies:** Apologies were received from Cllr Mr I Clift
2. **Minutes of the Annual Meeting of the Parish Council held on Wednesday 10th May 2017**  
Minutes of the previous Annual Meeting were approved.
3. **Election of Chair:** It was proposed by Councillor Percy, seconded by Councillor Jackson and **RESOLVED** unanimously that Councillor Kelly be Chair of the Parish Council for the municipal year 2018 – 2019.
4. **Election of Deputy Chair:** It was proposed by Councillor Jackson, seconded by Councillor Melling and **RESOLVED** unanimously that Councillor Percy be elected as the Deputy Chair of the Parish Council for the municipal year 2018 – 2019
5. **Declaration of Acceptance:** *Declaration of Acceptance of Office* was signed by the Chair for the municipal year 2018 – 2019
6. **Declarations of Interest:** There were no amendments to Members *Declaration of Interests* for the municipal year 2018 – 2019
7. **Seven Principles of Public Life:** Members discussed the *seven principles of public life* that apply to anyone who works as a public officer or is elected or appointed to public office, nationally and locally. The seven principles, referred to in Standing Orders and the Members Code of Conduct are:
  - 1) **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so to gain financial or other benefits for themselves, their family or their friends;
  - 2) **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties;
  - 3) **Objectivity**– In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit;
  - 4) **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office;
  - 5) **Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands;

- 6) **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- 7) **Leadership** – Holders of public office should promote and support these principles by leadership and example.

Members acknowledged that practicing accountability, integrity and leadership will ensure that the parish council is spending public money wisely and will be making decisions which are in the interests of the parish council and the local community, putting aside any personal interest and acting objectively and independently. It was also recognised that openness and community engagement, including involvement in the strategic planning process will lead to enhanced public service.

It was then **RESOLVED** that all Members acknowledge and commit to adhere to the values set out in the *Seven Principles of Public Life*

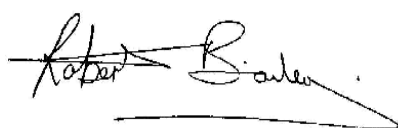
8. **Annual Governance & Accountability Return (AGAR) 2017 – 2018**: The parish clerk presented the completed AGAR part 2 for smaller authorities where gross income or expenditure is less than £25,000. Members were informed that the parish council met the new qualifying criteria for exemption from a limited assurance review by the external auditor provided it completes the:
  - a) *Certificate of Exemption* (page 3 of the AGAR) and returns it to the external auditor, and the;
  - b) *AGAR (part 2)* made up of:
    - the *Annual Internal Audit Report* (page 4 of the AGAR) completed by the parish council's internal auditor;
    - *Section 1 – Annual Governance Statement* (page 5 of the AGAR) and *Section 2 – Accounting Statements* (page 6 of the AGAR)

Members were advised that following her review of the financial accounts and statements, the internal auditor had already completed the *Annual Internal Audit Report*. After some questions and comments, it was **RESOLVED** that the AGAR be completed and signed, and *Certificate of Exemption* submitted to the external auditor.

9. **Assets Register as at 31<sup>st</sup> March 2018**: The parish clerk presented the asset register as at 31<sup>st</sup> March 2018. It was noted that the up-to-date register included the Memorial Plaque located at the entrance to White Lund Industrial and a replacement sign at the entrance to the Grosvenor Park estate. It was also acknowledged that whilst the parish council had been instrumental in securing the funding and subsequent installation of play equipment at Grosvenor Park Play area it is the property of Lancaster City Council.

After some discussion, it was **RESOLVED** that the asset register as at 31<sup>st</sup> March 2019, setting out details of total assets amounting to £8,000 be approved.

10. **Date of next Annual Meeting**: The next Annual Meeting of the Parish Council will be held on **Wednesday 16th May 2019 commencing at 7.00pm**



Clerk of the Council

Date: 28<sup>th</sup> May 2018