

HEATON WITH OXCLIFFE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at 3 Roeburn Drive, Heaton with Oxcliffe, on Friday 24th May 2019 commencing at 7-00pm.

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

1. **Apologies:** Apologies were received from Cllrs Baxter and Edmondson
2. **Minutes of the Annual Meeting of the Parish Council held on Wednesday 17th May 2019**
Minutes of the previous Annual Meeting were approved.
3. **Election of Chair:** It was proposed by Councillor Kelly, seconded by Councillor Jackson and **RESOLVED** unanimously that Councillor Percy be Chair of the Parish Council for the municipal year 2019 - 2020.

On taking the Chair, Councillor Percy proposed that following the uncontested local elections in early May, Mr Steve Edmondson and Mr Peter Melling be co-opted back onto the Parish Council. Councillor Jackson seconded the proposal and it was **RESOLVED** unanimously that Messrs Edmondson and Melling be co-opted to the Parish Council
4. **Election of Deputy Chair:** It was proposed by Councillor Kelly, seconded by Councillor Jackson and **RESOLVED** unanimously that Councillor Melling be elected as the Deputy Chair of the Parish Council for the municipal year 2019 – 2020.
5. **Declaration of Acceptance:** *Declaration of Acceptance of Office* were signed by the Chair and Members present at the meeting for the municipal year 2019-2020.
6. **Declarations of Interest:** *Declaration of Interests* for the municipal year 2019 – 2020 were signed by Members present at the meeting
7. **Annual Governance & Accountability Return (AGAR) 2018 - 2019:** 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*. . It was reported that the Annual gross income for 2018/2019 was £10,837 and gross expenditure of £18,869 representing Balances as at 31st March 2019 of £3,981

After some questions and comments, it was **RESOLVED** that the Clerk be thanked for his work throughout the year in maintaining the parish councils accounts and that the AGAR be completed and signed, and *Certificate of Exemption* submitted to the external auditor.

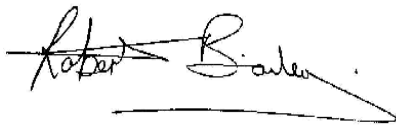
8. **Assets Register as at 31st March 2019:** The parish clerk presented the asset register as at 31st March 2018. It was noted that the up-to-date register included the addition of the signs at the entrance to the Grosvenor Park housing estate and one in the play area. It was **RESOLVED** that the asset register as at 31st March 2019, setting out details of total assets amounting to £8,159 be approved.
9. **Risk Assessment 2019/2020:** The Clerk presented a detailed draft Risk Assessment for consideration by Members. The Clerk reminded Members that it is a requirement under the Accounts and Audit Regulations 2015 that a risk assessment is undertaken each year and approved by Members as a failure to do so can result in a qualified audit opinion.

The Clerk explained that the draft assessment sets out:

- a series of financial, managerial and administrative risks;
- controls currently in place;
- whether each activity represents a *High/Medium/Low Risk*;
- actions to be taken to mitigate or eliminate each risk, and;
- person responsible for each action

Members suggested that the risk assessment be amended to include reference to the controls put in place by the parish council to comply with the General Data Protection Regulations (GDPR). It was then **RESOLVED** that the Parish Clerk be thanked for his work on developing the Risk Assessment and that, subject to the addition of controls in place relating to GDPR, the Risk Assessment be approved.

10. **Date of next Annual Meeting:** The next Annual Meeting of the Parish Council will be held on **Wednesday 13th May 2020 commencing at 7.00pm**



Clerk of the Council

Date: 28th May 2019