



MINUTES OF THE ANNUAL MEETING OF ARDELEY PARISH COUNCIL held on Monday 9th May 2022 at 7.00 PM in the village hall.

Councillors present: Cllr Adrian Waygood, Chairman
Cllr Stuart Norman
Cllr Jim Egginton
Cllr Andy Miller
Cllr Simon Peace

Officer attending: Lorna Ewen, Clerk

Others present: 2 members of the public

22.35 Apologies for absence: Cllr Mike Stevens and courtesy apologies from Cty Cllr Ken Crofton.

22.36 Election of Chairman for 2022-2023: Cllr Waygood was nominated by Cllr Peace, seconded by Cllr Miller and elected unanimously. Cllr Waygood duly signed the Chairman's Declaration of Acceptance form.

22.37 Election of Vice Chairman for 2022-2023: Cllr Norman was nominated by Cllr Waygood, seconded by Cllr Egginton and elected unanimously. Cllr Norman duly signed the Vice Chairman's Declaration of Acceptance form.

22.38 To review registers of interests: Proposed by Cllr Waygood, seconded by Cllr Norman and approved unanimously.

22.39 To approve the internal auditor for 2022-2023. Mr John Charlton, having indicated that he was willing to continue for another year, was nominated by Cllr Waygood, seconded by Cllr Peace and approved unanimously.

22.40 Audit requirement for the financial year ending 31st March 2022:

- a) To approve the annual accounts for 2021-2022: Proposed by Cllr Peace, seconded by Cllr Waygood and approved unanimously.
- b) To approve the Internal Auditor's Report of the accounts for 2021-2022: Proposed by Cllr Peace, seconded by Cllr Waygood and approved unanimously.
- c) To approve Section 1, the Annual Governance Statement for 2021-2022. Proposed by Cllr Peace, seconded by Cllr Waygood and approved unanimously.
- d) To approve Section 2, the Accounting Statements for 2021-2022: Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously.
- e) To agree the dates of the public rights of inspection period of 15th June to 25th July inclusive. Proposed by Cllr Waygood, seconded by Cllr Miller and resolved unanimously.

22.41 To approve exemption from an external audit and sign the official audit exemption papers for 2021-2022: Proposed by Cllr Waygood, seconded by Cllr Peace, approved unanimously and signed by the Chairman and Responsible Financial Officer.

22.42 **Annual Review of:** a) Standing Orders, b) Financial Regulations d) Code of Conduct, e) Complaints Procedure. All proposed as readopted by Cllr Waygood, seconded by Cllr Peace and approved unanimously.

c) Risk Assessment: The draft risk assessment to be subjected to periodic review and adjusted as required. Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously.

The meeting concluded at 19:30 and there were no comments thereafter.