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**MINUTES OF THE ANNUAL MEETING OF ARDELEY PARISH COUNCIL held on Monday 15<sup>th</sup> May 2023 at 7.00 pm in the village hall.**

Councillors present: Cllr Adrian Waygood, Chairman  
Cllr Jim Egginton  
Cllr Simon Peace  
Cllr Tim Noble  
Cllr Jackie York

Officer attending: Lorna Ewen, Clerk

Others present: 6 members of the public

**1 Apologies for absence** were received from Cllr Stuart Norman and District Cllr Aubrey Holt.

**2 To receive Councillors' Declarations of Acceptance of Office and welcome newly elected councillors.** Mrs Jackie York joined the council, Cllr Mike Stevens not having stood for re-election.

**3 Election of Chairman:** Cllr Peace and Cllr Egginton nominated Cllr Adrian Waygood as chairman. There were no other nominations. Cllr Waygood agreed to stand again and was elected unanimously.

**4 To receive Chairman's Declaration of Acceptance of Office:** Cllr Waygood signed the declaration which was countersigned by the clerk.

**5 Election of Vice Chairman:** Cllr Stuart Norman was nominated by Cllr Egginton and Cllr Noble; prior to the meeting Cllr Norman had indicated that he would be willing to stand again if nominated and was elected unanimously.

**6 To receive Vice Chairman's Declaration of Acceptance of Office:** Cllr Norman to sign after the meeting.

**7 To review registers of interests:** Councillors had been sent the relevant forms to be completed within 28 days.

**8 To approve the internal auditor for 2023-2024:** Mr John Charlton was nominated by Cllr Waygood, seconded by Cllr Noble and confirmed unanimously.

**9 Audit Requirements for the year ending 31 March 2023**

a) To approve the annual accounts for 2022-2023: Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously.

b) To approve the Internal Auditor Report of the accounts for 2022-2023: Proposed by Cllr Peace, seconded by Cllr Waygood and approved unanimously.

c) To approve Section 1, the Annual Governance Statement for 2022-2023: Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously. Signed by Chairman and Clerk.

d) To approve Section 2, the Accounting Statements 2022-2023: Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously. Signed by Chairman and Clerk.

e) To agree the dates for the public rights period: Monday 5 June to 14 July. Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously.

**10 To approve exemption from an external audit and sign the official audit exemption papers for 2022-2023.** Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously. Signed by Chairman and Clerk.

**11 Annual Reviews:** Approval and re-adoption of:

a) Standing Orders: Proposed by Cllr Waygood, seconded by Cllr Peace and re-adopted unanimously.

b) Financial Regulations: Proposed by Cllr Peace, seconded by Cllr Waygood and re-adopted unanimously.

c) Risk Assessment, May 2023: Proposed by Cllr Waygood, seconded by Cllr Noble and adopted unanimously.

d) Code of Conduct: Proposed by Cllr Waygood, seconded by Cllr York and re-adopted unanimously.

e) Complaints Procedure: Proposed by Cllr Waygood, seconded by Cllr Noble and re-adopted unanimously.

There were no comments and the meeting closed at 7.28pm