



**MINUTES OF THE ANNUAL MEETING OF ARDELEY PARISH COUNCIL held on Monday 13<sup>th</sup> May 2024 at 7.00 pm in the village hall.**

Councillors present: Cllr Adrian Waygood  
Cllr Stuart Norman  
Cllr Jim Egginton  
Cllr Simon Peace  
Cllr Tim Noble  
Cllr Jackie York

Officer attending: Lorna Ewen, Clerk

Others present: None

**24.30 Apologies for absence:** None

**24.31 Election of Chairman** for 2024-2025: Cllr Waygood was nominated by Cllr Peace, seconded by Cllr Noble and approved unanimously. The chairman's declaration of acceptance form was duly signed.

**24.32 Election of Vice Chairman** for 2024-2025: Cllr Norman was nominated by Cllr Waygood and seconded by Cllr Egginton and approved unanimously. The vice chairman's declaration of acceptance form was duly signed.

**24.33 To review registers of interests:** Forms were circulated to all councillors and completed and signed.

**24.34 To approve the internal auditor** for 2024-2025: Mr John Charlton was proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously. The council thanked Mr Charlton for offering his services free of charge.

**24.35 Audit requirement for the financial year ending 31<sup>st</sup> March 2024:**

a) To approve the annual accounts for 2023-2024 as submitted as per spreadsheets. Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously.

b) To approve the Internal Auditor's Report of the accounts for 2023-2024: Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously, and page 4 of the AGAR form being duly signed.

c) To approve Section 1, the Annual Governance Statement for 2023-2024: Proposed by Cllr Waygood, seconded by Cllr Egginton and approved unanimously with page 5 of the AGAR form being duly signed.

d) To approve Section 2, the Accounting Statements for 2023-2024: Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously with page 6 of the AGAR form being duly signed.

e) To agree the dates of the public rights of inspection period: Monday 3<sup>rd</sup> June – Friday 12<sup>th</sup> July inclusive. Proposed by Cllr Waygood, seconded by Cllr Peace.

**24.36 To approve exemption from an external audit** and sign the official audit exemption papers for 2023-2024, whereby the annual expenditure or income must not exceed £25,000. Proposed by Cllr Waygood, seconded by Cllr Noble and approved unanimously, with page 3 of the AGAR form being duly signed.

**24.37 Annual Reviews:**

a) To re-adopt the Council Standing Orders: Proposed by Cllr Waygood, seconded by Cllr Norman and approved unanimously.

b) Financial Regulations: To adopt the Financial Regulations updated in 2024 in place of the existing ones: Proposed by Cllr Waygood, seconded by Cllr Norman and approved unanimously.

c) Risk Assessment updated May 2024: Proposed by Cllr Waygood, seconded by Cllr Peace, to be reviewed as required. Approved unanimously.

d) To readopt the Councillors' Code of Conduct: Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously.

e) To readopt the Complaints Procedure: Proposed by Cllr Waygood, seconded by Cllr Peace and approved unanimously.

There being no comments, the council then proceeded to the business of the May regular meeting.