**Baltonsborough Parish Council**

Clerk to the Council: Caron Potts

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**Minutes of the Virtual Annual General Meeting**

**held on 6th May 2021**

**A G E N D A**

**Meeting commenced at 19.20 -** The clerk opened the meeting

**01.21 Election of Chair for 2021/22**

Cllr M Phillips proposed that Cllr Wotton was nominated for the post of Chair for the new 2021-22 term, seconded by Cllr Dykes. There were no other nominations.

**Council unanimously agreed.** Cllr Wotton agreed to accept the chair and sign the Acceptance of Office when safe to do so.

The Chair took control of the meeting

**02.21 Election of Vice Chair**

Cllr M Dykes proposed that Cllr Everitt was nominated for the post of Vice Chair for the new 2021-22 term, seconded by Cllr Clapp. There were no other nominations.

**Council unanimously agreed.** Cllr Everitt agreed to accept the position.

**03.21 Apologies for Absence - none**

**04.21 Declarations of pecuniary interests and dispensations to participate - none** Members are remined of their responsibility to register their interests with MDC and to keep that register up to date.

**05.21** **Adoption of previous Annual General Meeting Minutes**  The minutes of the Annual General Meeting held on 9th May 2019 were circulated prior to the meeting. Cllr Everitt proposed that these were an accurate report. **Agreed unanimously**, these will be signed (when safe to do so) as a correct record.

**06.21** **Election of Parish Council Representatives**

Cllr A Blackburn agreed to remain as the council Village Hall & Playing Field Committee representative.

**07.21 Agree to annual subscription to SALC/NALC, SPFA, ICO**

**Agreed unanimously**

**08.21 Risk Assessment 2020/21**\* To review the 2020/21 risk assessment and adopt. **Agreed unanimously**,

**09.21 Financial Regulations Policy**\* To review the Council’s Financial Regulations Policy and adopt. **Agreed unanimously to review these inline with the NALC model policy and relook at later in the year.** Action Clerk and Cllr Wotton.

**10.21 Parish Council Assets List**\* Members to inspect the assets list and adopt. **Agreed unanimously** Chair to sign when safe to do so.

**11.21. Annual Insurance Premium**\* To receive and approve payment of the Councils insurance **Agreed unanimously**, Clerk to arrange payment but with the value of the War Memorial amended.

**12.21 Clerks Salary Payment** To pass a resolution to Pay the Clerks agreed salary in 12 monthly instalments.**Agreed unanimously**

**13.21 Internal Audit 2020/21**\*

The internal audit 2020/2021 report has been complete with no recommendations. **Agreed unanimously**

**14.21 Annual Governance Statement 2020/21 (AGAR Page 5)** \*

The Councils Annual Governance Statement was **agreed unanimously**

**15.21 Annual Accounting Statement 2020/21 (AGAR Page 6)** \*

The Councils Annual Accounting Statement was **agreed unanimously**

**16.21 Declaration of being exempt from external audit (AGAR Page 3)** \* The Council **agreed unanimously** that it qualifies to declare itself exempt from external audit.

**17.21 Approve dates for Period of Public Rights**

The Clerk suggested dates of 3rd June to 14th July to allow members of the public to request to see the accounts. **Agreed unanimously.** The Clerk will supply Cllr Everitt with all the information for the website.

\* The Clerk circulated all related documentation prior to the meeting for Councillors to study and ask questions on.

**Meeting Closed at 19.43**