

# Agenda for Annual Meeting of Chelwood Parish Council

Chelwood Village Hall

Monday 13<sup>th</sup> May 7:00pm

1. Election of Chair and Vice-chair
2. Declaration of Acceptance of Office
3. Matters Arising Not Covered In Agenda
4. Register of Interests
5. Highways - wall
6. Clerk - review
7. Finance
  - a. Audit 2018/19
    - i. Certificate of Exemption
    - ii. Internal Auditor Report
    - iii. Governance of Accounts
    - iv. Accounting Statements
  - b. Insurance?
  - c. Balance
8. Correspondence
  - a. B&NES ALCA AGM 29<sup>th</sup> May , 7 - 9:30pm Saltford Hall
  - b. Weed Spraying Control, 2<sup>nd</sup> June
9. Date of Scheduled Meeting for Year 19/20  
Suggest: 16th July 2019 at 7:00pm, followed by 15/10/19, 21/1/20, 21/4/20 + annual meeting 19th May 2020? To be confirmed.

# Minutes of Annual Meeting of Chelwood Parish Council - Draft

Monday, 13th May 2019

<b>Public Submissions</b>	None
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<b>Present</b>	Mr P Harrison (vice-chair), Mr P Jones, Mr G Joyner, Ms J Glynn, Cllr S Davis, Mrs C Beecroft (clerk), 1 member of public
<b>Apologies</b>	None

<b>1</b>	<b>Election of Chair and Vice Chair</b>	
Mr P Sherborne is no longer a councillor. Mr P Harrison stood down as vice-chair. Ms J Glynn was nominated as Chair by Mr G Joyner, seconded by Mr P Jones. Mr P Harrison was nominated as Vice-chair by Mr P Jones, seconded by Mr G Joyner.		
<b>2</b>	<b>Declaration of Acceptance of Office</b>	<b>JG</b>
All parish councillors signed Declaration of Acceptance of Office. Ms Glynn will contact a member of parish to see if they would be willing to be co-opted.		
<b>3</b>	<b>Matters Arising Not Covered in Agenda</b>	
Previous minutes have been circulated.		
<b>4</b>	<b>Register of Interests</b>	
Parish Councillors were reminded of their legal obligation to update Register of Interests as necessary.		
<b>5</b>	<b>Highways - Wall</b>	<b>JG, SD</b>
Homeowner has sent letter to PC. Work does not look complete and PC believe there is a health and safety issue. Ms J Glynn will contact BANES, cc Cllr S Davis		
<b>6</b>	<b>Clerk</b>	<b>CB</b>
PC considering employing a trained clerk. Current clerk will research possible solutions and cost implications.		
<b>7</b>	<b>Finance</b>	<b>CB</b>
<p><b>Certificate of Exemption</b> Parish council resolved to certify the council as exempt from a limited assurance review by the external auditor as the qualifying criteria have been met.</p> <p><b>Audit 2018/19 Internal Auditor Report</b> Mr S Meale acting as Internal Auditor has reviewed and approved accounts as set out by Mr P Sherborne. PC have read internal audit report and will make some changes as advised.</p> <p><b>Audit 2018/19 Governance of Accounts and Accounting Statements</b> Parish Council resolved to approve Sections 1 and 2 of the Annual Return i.e. Governance of Accounts and Accounting Statements. Mr S Meale will be asked to complete the Annual internal audit report and then Clerk will upload accounts to website.</p> <p><b>Insurance</b> Renewal quote has not yet been received from Community First Trading. Other insurance brokers have failed to meet last years quote. PC agreed to renew insurance if it has to be sorted before next meeting.</p>		

**Previous Balance £2169.02**

**Income / Expenditure** none

**Current Balance £2169.02**

<b>10</b>	<b>Correspondence</b>	
	a. B&NES ALCA AGM 29th May , 7 - 9:30pm Saltford Hall b. Weed Spraying Control, 2nd June	
<b>11</b>	<b>Any other business</b>	<b>SD</b>
	Cllr Davis reported that she is looking into an issue of noise from organised events in Fry's Bottom wood with motor bike and off-road vehicles. Organised events are permitted 28 days per year.	
<b>12</b>	<b>Dates of Scheduled Meetings for year 19/20</b>	
Wednesday 17 <sup>th</sup> July at 7:15pm, followed by 15/10/19, 14/1/20, 21/4/20 + annual meeting 19th May. Annual Parish Meeting : Fri 6 <sup>th</sup> March or 5 <sup>th</sup> April		