

**Hirst Courtney and West Bank Parish Council.**  
**Approved Minutes of the Annual Meeting of the Council.**  
**Monday 21<sup>st</sup> May 2018 at 7.00pm**  
**at The Sloop Inn.**

**Present:**

**Councillors:** Cllr R. Wagstaff, Cllr I. Forbes, Cllr A. McGuigan, Cllr D. Webster, Cllr C. Stephenson.

**Proper Officer/Clerk:** Mrs S. Rockliff

**Members of the Public:** none

**1. Election of Chair**

Cllr Forbes proposed that Cllr Wagstaff be elected as Chair of the Council for 2018/18. Cllr Stephenson seconded the proposal and a vote was held.

**Resolved that Cllr Wagstaff be Chair of the Council for 2018/19.**

**2. Declaration of Acceptance of Office**

**Resolved that Cllr Wagstaff signed the Declaration of Acceptance of Office in the presence of the council and the proper officer.**

**3. Apologies for Absence**

Apologies for absence were received from Cllr J. Barratt. Cllr G. Burbidge was not present but had not submitted any apologies.

**Resolved that Cllr Barratt's apologies for absence be accepted.**

**4. Declaration of Interest**

There were no declarations of interest.

**5. Questions from the Public**

There were no questions from the public.

**6. Election of Vice Chair**

Cllr Wagstaff proposed that Cllr Forbes be elected as Vice-Chair of the Council for 2018/19. Cllr McGuigan seconded the proposal and a vote was held.

**Resolved that Cllr Forbes be Vice-Chair of the council for 2018/19. Cllr Forbes signed the Declaration of Acceptance of Office in the presence of the council and proper officer.**

**7. Annual Governance and Accountability Return 2017/18 Part 2**

- a. Councillors considered the Certificate of Exemption for the Annual Governance and Accountability Return 2017/18.

**Resolved that the Certificate of Exemption be signed by the Responsible Finance Officer and the Chairman of the Council.**

- b. Councillors received the Internal Auditor's Report for 2017/18 noting the findings and action points.

**Resolved that the Internal Auditor's Report be approved. An annual risk assessment including a financial risk assessment to be introduced. The asset register to be reviewed and updated.**

- c. Councillors considered Section One of the Annual Governance and Accountability Return: Annual Governance Statement. Cllrs agreed that all statements could be agreed with the exception of statement four.

**Resolved that the Annual Governance Statement for 2017/18 be approved by the council and signed by the Clerk and Chairman of the Meeting.**

- d. Councillors considered Section Two of the Annual Governance and Accountability Return: Accounting Statements Bank for 2017/18. Councillors received an Explanation for Variances between figures for 2016/17 and

2017/18. Councillors received a Bank Reconciliation for the financial year ending 31<sup>st</sup> March 2018.

**Resolved that the Accounting Statements 2017/18 presented by the Responsible Finance Officer be approved by the council and signed by the chairman.**

**8. Policies and Procedures**

a. Councillors reviewed the council's Standing Orders.

**Resolved that the council's Standing Orders be adopted by the council.**

b. Councillors reviewed the council's Financial Regulations.

**Resolved that the council's Financial Regulations be adopted by the council.**

**The meeting closed at 7.30pm**