

DOWN ST MARY PARISH COUNCIL

Minutes of the Annual Meeting held on

Tuesday 8th May 2018

Present: Mrs J Giles-Bullock, Mr M Austin, Mr D Skelton, Mr A Clark, Mr D Cooper, Mr A. Martin [Clerk]

1) Apologies: Mr J Tucker

2) Election of Chairman:

Mr Austin accepted the chair on a motion proposed by Mrs Giles-Bullock, seconded by Mr Clark and agreed by all present.

Election of Vice-Chairman:

Mrs Giles-Bullock was appointed Vice-Chairman on a motion proposed by Mr Cooper, seconded by Mr Clark and agreed by all present.

Election of Clerk as Responsible Financial Officer

Mr Martin was appointed as responsible financial officer on a motion proposed by Mrs Giles-Bullock, seconded by Mr Cooper and agreed by all present.

3) Minutes of Annual Meeting held on 9th May 2017. The minutes which had been circulated were agreed by all present and signed by the Chairman.

4) Matters Arising: None

5) Finance: Statement of Accounts – year ended 31st March 2018. The Clerk presented the accounts which were agreed by all present.

6) The Report of the Internal Auditor was received. Thanks were given to the Clerk for the improvements made over the year. Items for consideration included the purchase of a fireproof box to hold the computer back-up disk, the valuation of the rebuild cost of the bus shelter, consideration of the clerk's salary, the adoption of an anti-fraud and corruption policy and the recognition of the need to have an annual parish meeting. A leaflet on "Being a Good Employer" had been circulated.

Notice to be placed on notice board and website mentioning the vacancy for one councillor.

- 7) The Statement of Internal Control was approved and signed
- 8) The Certificate of Exemption from a limited assurance review was approved and signed.
- 9) The Annual Governance Statement was approved and signed
- 10) The Accounting Statement was approved and signed
- 11) Any Other Business: None
- 12) Date of Next Annual Meeting: Tuesday 14th May 2019