

## **DOWN ST MARY PARISH COUNCIL**

### **Minutes of the Annual Meeting held on**

**Wednesday 15<sup>th</sup> May 2019**

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

In attendance: Mr S. Cross

1) Apologies: Mr J Tucker, Mrs M. Squires, Mr J. Daw

2) Election of Chairman:

Mrs Giles-Bullock proposed Mr J. Tucker. This nomination was not seconded.

Mr Clark proposed Mr M Austin. This nomination was seconded by Mr Skelton.

A vote was held in which Mr Austin received 2 votes and Mr Tucker 1 vote.

Mr Austin declined to accept the chair as he wished to do so only if he had 100% support from the Parish Council members, which clearly was not the case.

Mr Tucker accepted the chair by phone as he was not present.

Mr Austin and Mr Skelton tendered their resignation from the Parish Council but withdrew them on consideration that the Parish Council would no longer be able to legally function with only three members.

3) Election of Vice-Chairman:

Mrs Giles-Bullock was appointed Vice-Chairman on a motion proposed by Mr Clark and seconded by Mr Austin.

4) Election of Clerk as Responsible Financial Officer

Mr Martin was appointed as responsible financial officer on a motion proposed by Mr Austin, seconded by Mr Clark and agreed by all present.

5) Minutes of Annual Meeting held on 8<sup>th</sup> May 2018. The minutes which had been circulated were agreed by all present and signed by the Vice-Chairman.

6) Matters Arising: None

7) Finance: Statement of Accounts – year ended 31<sup>st</sup> March 2019. The Clerk presented the accounts which were agreed by all present.

- 8) The Statement of Internal Control was approved and signed
- 9) The Certificate of Exemption from a limited assurance review was approved and signed.
- 10) The Annual Governance Statement was approved and signed
- 11) The Accounting Statement was approved and signed
- 12) Any Other Business: None
- 13) Date of Next Annual Meeting: Tuesday 12<sup>th</sup> May 2020

Notice to be placed on notice board and website mentioning the vacancy for two councillors.