

**Minutes of Hart Parish Council Annual Meeting  
held at 6.45pm on Monday 20<sup>th</sup> May 2024 in Hart Village Hall**

**Present:** Councillors John Littlefair, Tom Britcliffe, Keith Park, Stuart Brookes, Joanne Quarmby

**In Attendance:** Fiona Ford – Clerk, Ward Councillor Rob Darby, 1 member of the public

**1. Election of Chair and Vice Chair**

Councillor John Littlefair was elected as the Chair and signed the Declaration of Office. Councillor Tom Britcliffe was elected as the Vice Chair and signed the Declaration of Office.

**2. Declaration of Interest**

There were no Declarations of Interest.

**3. Apologies**

Apologies were submitted and accepted from Councillors Keith Brown and John Wilson.

**4. Formation of Sub-Committees**

The membership of the sub committees was agreed as follows:

Maintenance Committee – Councillor Keith Park

Personnel Committee – Councillors Quarmby, Littlefair and Britcliffe

**5. Banking Arrangements**

The current banking arrangements with HSBC would remain in place.

**6. Asset Register**

The Asset Register was circulated and it was agreed to add the church car park sign to the list of Assets.

**7. Risk Register**

The risk register was circulated and agreed.

**8. Insurance Cover**

The Clerk advised the renewal had been received at a cost of £511.08 compared to last years at £422.65. Clerk to speak to the insurance company regarding any potential savings then arrange payment.

**9. Annual Governance and Accountability Return for the Year ending 31 March 2024**

a) The Receipts and Payments Accounts for 2023/2024 and the Bank Reconciliation as at 31<sup>st</sup> March 2024 were accepted and approved. Clerk to pass to the Internal Auditor

b) It was then agreed the Clerk would continue to be the Responsible Financial Officer for the year 2024/2025

**10. Appointment of Internal Auditor**

It was agreed to appoint Thomas Atkinson for the year 2024/2025.

*Meeting closed at 7.00 pm*

*Signature* \_\_\_\_\_