



## Minutes of the Annual Meeting of Hart Parish Council held at 6.45pm, Monday 15<sup>th</sup> May 2023 at Hart Village Hall

**Present:** Cllrs Littlefair (Chairman), Britcliffe, Park and Quarmby

**In Attendance:** M Ireland, Clerk, Ward Cllrs Cassidy and Darby

The outgoing Chairman welcomed everyone to the meeting.

1. **Election of Chair:** Nominations were invited for the role of Chairman. Cllr Britcliffe nominated Cllr Littlefair, seconded by Cllr Quarmby and unanimously agreed. Cllr Littlefair signed the Acceptance of Office record.
2. **Election of Vice-Chair:** Nominations were invited for the role of Vice-Chairman. Cllr Littlefair nominated Cllr Britcliffe with Cllr Park seconding. Following a unanimous agreement, Cllr Britcliffe signed the Acceptance of Office record.
3. **Declarations of Interest:** None made.
4. **Apologies for Absence:** Cllr Brown
5. **Co-options:** The Chairman noted with regret the lack of female applicants to become Parish Councillors, as this left the PC unreflective of the electorate. Councillors having earlier interviewed prospective candidates for co-option, he proposed that Stuart Brookes and John Wilson be co-opted. This being unanimously agreed, it was **resolved** to co-opt Stuart Brookes and John Wilson to the two vacancies. **Action:** Clerk to inform the successful candidates and arrange their inductions.
6. **Formation of Sub-Committees:**
  - a) **Maintenance Committee:** The Chairman invited nominations. Cllr Park with Cllr Brookes (if willing), were nominated. Cllr Park to be Chair. Unanimously agreed.
  - b) **Personnel Committee:** The Chair of this sub-committee is automatically the Vice-Chair of the Parish Council, in accordance with its Terms of Reference. Cllrs Littlefair and Quarmby agreed to join Cllr Britcliffe on the Personnel Committee - unanimously agreed.
7. **Banking Arrangements:** Councillors agreed to continue banking with HSBC. It was agreed that all Councillors should be signatories. **Action:** Clerk to update the mandate, Councillors to sign the mandate when requested.
8. **Assets Register as at 31 March 2023:** The Assets Register was **agreed** as an up-to-date record of assets owned by the Parish Council.

9. **Risk Register as at 1 April 2023:** All agreed that levels of risk were clearly identified and appropriate controls were in place to mitigate risk. It was **resolved** to approve the risk register.
10. **Insurance:** BHIB had submitted a renewal premium of £422.65. The Clerk informed that the cover provided was standard cover specifically designed for parish councils and was sufficient to the needs of Hart PC. It was **resolved** to pay the premium of £422.65.
11. **Annual Governance and Accountability Return for the Year Ending 31<sup>st</sup> March 2023:**
  - (a) The Receipts & Payments Account and Bank Reconciliation were unanimously approved.
  - (b) The Clerk noted that, due to the appointed Internal Auditor having left the area, he had arranged for Tom Atkinson, of Fortune & Son to undertake the audit. The Internal Auditor had been provided by the Clerk with a letter of instruction as to what was required, and was currently undertaking the task. As his report had not yet been received, the Clerk proposed delaying the AGAR completion until the June meeting.
  - (c) The Certificate of Exemption was approved and signed by the Chairman.
  - (d) It was agreed that once the Accounts had been accepted, they would be published on the website, and Councillors agreed the dates between which the accounts would be available for public inspection; the period had to be a consecutive 30 working days. It was agreed that the period would commence on 12<sup>th</sup> June and conclude on 21<sup>st</sup> July 2023. The Clerk completed the relevant form accordingly, for publication.
  - (e) Councillors agreed that the Clerk retain the role of Responsible Financial Officer for the coming year 2023-2024.
12. **Appointment of Internal Auditor:** It was agreed to postpone the appointment until the June meeting.

*Annual Meeting closed at 7.11pm.*