



## Minutes of the Annual Meeting of Hart Parish Council held at 6.45pm, Monday 9<sup>th</sup> May 2022 at Hart Village Hall

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

**In Attendance:** M Ireland, Clerk, D. Simmons, J. Quarmby

The outgoing Chairman welcomed everyone to the meeting.

1. **Election of Chair:** Nominations were invited for the role of Chairman. Cllr Brown nominated Cllr Littlefair, seconded by Cllr Britcliffe 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:** Ward Cllrs Tom Cassidy and John Leedham
5. **Co-Options:** The two former Councillors, Quarmby and Simmons, having missed the deadline for the submission of nominations for election, indicated their willingness to be co-opted. They were co-opted unanimously. A final vacancy remained. The Clerk had received one application, from Ms. Angie Parker. Cllr Littlefair immediately declared an interest, and took no part in the discussion, as he knew the applicant. The Clerk read out the applicant's submission and, after a brief discussion it was put to the vote. With Cllr Littlefair abstaining, the vote was fully in favour of co-opting Ms. Parker.
6. **Formation of Sub-Committees:**
  - a) **Maintenance Committee:** The Chairman invited nominations. Cllr Simmons and Cllrs Park and Parker (if willing), were nominated. Cllr Britcliffe nominated Cllr Simmons as Chair, seconded by Cllr Littlefair and 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. The Clerk informed Councillors of her intention to retire in March 2023, so the Committee would be responsible for co-ordinating the recruitment of a new Clerk. 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 signatories remain the same Councillors as the previous year.
8. **Assets Register as at 31 March 2022:** 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 2022:** 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 £421.15. 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 £421.15.
11. **Annual Governance and Accountability Return for the Year Ending 31<sup>st</sup> March 2022:**  
The document (AGAR) had been circulated in advance of the meeting, together with the Receipts & Payments Account and Bank Reconciliation.
  - (a) The Clerk read out each statement in turn, and recorded the Councillors agreement or disagreement with each. All relevant statements were agreed as true, and the Chairman signed the Statement accordingly.
  - (b) The Receipts & Payments Account and Bank Reconciliation were unanimously approved.
  - (c) The Internal Auditor's Report was noted, with thanks to Mr. Dixon for undertaking it. No actions were required as a result of the Internal Audit.
  - (d) The Accounting Statements within the AGAR were unanimously agreed.
  - (e) Given the turnover had been below the £25,000 threshold, Councillors **resolved** to approve the submission of the Certificate of Exemption from External Audit, and this was signed by the Chairman.
  - (f) The Clerk stated that the Accounts nor having been accepted, they would be published on the website, and Councillors needed to agree 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 22<sup>nd</sup> May and conclude on 1<sup>st</sup> July 2022. The Clerk completed the relevant form accordingly, for publication.
  - (g) Councillors agreed that the Clerk retain the role of Responsible Financial Officer for the coming year 2022-2023.
11. **Appointment of Internal Auditor:** The Clerk Noted that Mr. Dixon was emigrating later in the year and would no longer be available to act as Internal Auditor. Cllr Littlefair proposed Paul Korhonen, a retired Bank Manager be appointed as Internal Auditor for the year 2022-2023, which was unanimously agreed. The Clerk proposed that, as Mr. Dixon made no charge for his services, a gift be given as recognition of his efforts on behalf of the Parish. This was unanimously agreed, with the suggestion from Cllr Britcliffe of a Malt Whisky. **Action:** Clerk to obtain a bottle of malt whisky and present it to Mr Dixon with the warm appreciation of the Parish Council.

*Annual Meeting closed at 7.21pm.*