

**Nettleton Parish Council: Minutes of Parish Council Annual Meeting  
held at West Kington Baptist Chapel on 11<sup>th</sup> May 2017 at 7.30pm.**

**Present:** Cllrs Kerr, Beare, Bush, Flint, Futrell, Minney, Newman, Wright, Unitary Cllr Baroness Jane Scott.

**1. Apologies for Absence**

Cllr Shanahan

**2. Acceptance of Office by Councillors**

Cllrs present signed their acceptance of office forms. In the absence of a Clerk, they were witnessed by the Chairman.

**3. Election of Chairman**

Cllr Kerr was proposed as Chairman by Cllr Flint, seconded by Cllr Beare and elected by unanimous vote.

**4. Election of Vice Chairman**

Cllr Shanahan was proposed as Vice-Chairman by Cllr Kerr, seconded by Cllr Bush and elected by a vote of 6 in favour with 2 abstentions.

**5. Declaration of Councillors Personal or Prejudicial Interest in any Agenda Item**

None

**6. The minutes of the meeting held on 12th May 2016**, which had been previously circulated to Councillors, were noted. There were no actions from the meeting.

**7. Appointment of Internal Auditor**

Karen Sayers was appointed as internal auditor.

**8. To Review and Approve the Annual Governance Statement**

The annual governance statement items were read out by the chairman, considered and all were agreed as true, except for question 6 regarding internal audit. It was noted that the 6-monthly internal audit required to be carried out by a person independent of the financial controls had in fact been carried out by the Chairman. A note will be included to this effect.

**9. Approval of Draft Accounts for 2016/17**

The draft accounts were considered. The balance carried forward is £9700. Cllr Kerr explained the larger figures of expenditure and receipts. VAT recovery during the year was noted and councillors queried what items of VAT expenditure can be recovered – Cllr Kerr to investigate. No other queries were raised.

Cllr Kerr proposed approval of the accounts, seconded by Cllr Beare, vote in favour unanimous.

**10. Standing Orders & Financial Regulations**

Cllr Kerr requested that Cllrs review the current versions of Standing Orders & Financial Regulations prior to the next meeting so that they can be confirmed, or revised if considered appropriate, at that next meeting. Electronic copies have been circulated but, in addition, he will place paper copies of both in the box in Di's shop.

**11. Business Plan: to note Business Plan from 2016-17**

Cllr Kerr requested Cllrs to consider the previous business plan with a view to agreeing a plan for 2017-18 at the next meeting. In particular appointment of Lead Councillors need to be considered.

Meeting closed 8.00pm