

**Nettleton Parish Council**  
**Minutes of Annual Parish meeting held at West Kington Baptist Chapel**  
**On 9<sup>th</sup> May 2013 at 7.30pm.**

**Parish Councillors present:** Mr D Kerr (Chair), Mr S Beare, Mrs D Bell, Mrs J Bush, Mrs A Flint, Mr D Pearce, Mr J Wright

**Also Present:** Cllr. Scott, Mrs F Shanahan (previous Clerk)

**1. Acceptance of office**

All councillors completed their Acceptance of Office forms. As there was no Parish Council officer at present, Cllr Scott was asked if she could witness them. Cllr Scott agreed to witness them but was unsure if this is acceptable legally and she agreed to take legal advice on the matter.

Post meeting note: the legal advice received was that these Acceptances of Office are not legal and new forms will have to be completed.

**2. Apologies for Absence**

None

**3. Matters Arising from Minutes of Previous Meeting**

Councillors passed a resolution, by unanimous vote, to thank those councillors who have retired from the Parish Council for their service to the Parish Council and to the community. Cllr Kerr to write to each of the retiring councillors. Action Cllr Kerr

**4. The minutes of a meeting held on 29th March 2012**, which had been previously circulated to Councillors, were signed as a true record of the meeting.

**5. Election of Chairman**

Cllr Kerr was elected as Chairman, by unanimous vote.

**6. Election of Vice Chairman**

Two candidates were proposed for vice Chairman: Cllrs Pearce and Wright. A vote was taken: Cllr Pearce received 3 votes and Cllr Wright received 2 votes. Cllr Pearce was elected as Vice Chairman.

**7. Formation of Advisory Groups**

Deferred to the next Parish Council meeting in June.

**8. Appointment of Internal Auditor**

a. Mrs Shanahan said that Bob Ryan, who had carried out the internal audits for several years, had advised that he should not continue doing the audits because he has now done the audits for several years and it is poor practice for the audits to be carried out by the same person for more than a few years.

b. Mrs Shanahan advised that the accounts have to be sent to the external auditor by 30<sup>th</sup> June and suggested that Karen Sayers be asked if she will carry out the internal audit for this year, at an expected cost of £55. This was agreed by unanimous vote. Action Mrs Shanahan

c. An auditor must be appointed for next year. Cllr Kerr agreed to approach accountants who live in the Parish. Action Cllr Kerr

d. Appointment of an auditor to be included on the agenda for the next meeting.

Meeting closed at 8.00pm

.....Chairman