

**Draft MINUTES OF THE ANNUAL GENERAL MEETING OF NETTLETON PARISH COUNCIL
HELD IN WEST KINGTON BAPTIST CHAPEL ON THURSDAY 10th May 2018**

PRESENT: Cllrs Kerr, Beare, Futrell, Minney, Wright, Bush and Meier
Members of the Public. Mr. Madge

AP		ACTION
1.	Apologies for Absence. Unitary Cllr. Scott, Cllrs. Newman & Flint	
2	Acceptance of office by new co-opted councillor. Cllr Meier signed the acceptance statement.	
3.	Election of Chairman. Cllr. Bush proposed Cllr. Kerr. Seconded by Cllr. Beare. All agreed.	
4.	Election of Vice Chairman. There was discussion as to whether we need a Vice Chair. Cllr. Bush proposed Cllr Minney, seconded by Cllr Futrell, 5 in favour and 1 abstention.	
5.	To note the Minutes of the annual meeting held on 11th May 2017. Cllr Kerr went through them and all actions have completed.	
6.	Appointment of Internal Auditor. Karen Sayers in Colerne has been auditor for the past few years. The Clerk to write and ask if she is happy to continue.	Clerk
7.	To review and approve the Annual Governance Statement & to approve draft accounts for 2017/18. Cllr Kerr read out the questions on the Governance Statement and all items were agreed. Action for PC to update risk assessment. Annual Accounts: Cllr. Kerr presented the notes to explain the increase in reserves. This will go down, now we have a clerk, web site and GDPR which is an unknown cost. Cllr Beare asked about the CIL payment which could be claimed back if not used within 3 years. Cllr Kerr will send Cllr. Meier the list of proposed works. Cllr Meier asked how we decide which ones we do first. Cllr Beare asked for it to be reviewed at July meeting. Cllr Kerr explained the changes in Auditing so that small parishes with turnover less than £25,000 are except from an external audit. The Certificate of Exception form to be signed and sent back to External Auditor after the internal audit is completed.	Clerk Cllr Kerr Clerk
8.	Standing Orders & Financial Regulations: to be reviewed at the June meeting and approved at the July meeting. A revised Model Standing Orders has been received from NALC. Cllr Kerr asked Cllr Meier to compare this with the existing PC version and let other Cllrs know of the differences. Clerk to send the revised version to him.	Clerk
9.	Business Plan. Plan for 2017-2018 to be reviewed at the June meeting and a Business Plan for 2018-19 agreed at the July meeting. Cllrs to consider what work they would like to lead on.	All Cllrs

Meeting closed 8.00 p.m.