

GRANTLEY, SAWLEY, SKELDING & EAVESTONE
PARISH COUNCIL
INCLUDING THE VILLAGE OF RISPLITH

Correspondence Address:

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Minutes of the Annual Meeting of the Grantley & Sawley Parish Council
held on Tuesday 30th May 2022 at 7.30pm
at Sawley Village Hall, Sawley.

Post-Election Meeting

May 2022 – 1 The Clerk received Councillors Declarations of acceptance of Office and signed them as a witness where necessary. These will be retained on record by the Clerk.

May 2022 – 2 The Clerk ensured that all present had a copy of Councillors Declarations of Election Expenses and retained those that required delivery to Harrogate Borough Council the next day.

May 2022 – 3 The Clerk distributed Councillors Declaration of Interest forms to those present requiring them and retained those that required delivery to Harrogate Borough Council the next day.

May 2022 – 4 It was decided that the process of selection for a co-opted Councillor should commence without undue delay and that the Clerk should commence this process.

Annual Meeting

(2022-23 – 001) Present were Cllr Martin Kirbitson, Cllr Mark Smeeden, Cllr Jim Wigginton, Cllr Will Parry and Cllr John Lennon.

(2022-23 – 002) Apologies were received from Cllr Simon Learoyd.

(2022-23 – 003) Also present was David Taylor, Clerk and Responsible Financial Officer to the Parish Council.

(2022-23 – 004) Cllr Martin Kirbitson was **elected** as Chairman of the Parish Council. He was **nominated** by Cllr Mark Smeeden and seconded by Cllr Jim Wigginton and the vote was **unanimous**.

(2022-23 – 005) Cllr Mark Smeeden was **elected** as Vice-Chairman of the Parish Council. He was **nominated** by Cllr Martin Kirbitson and seconded by Cllr Will Parry, the vote was **unanimous**.

(2022-23 – 006) The Chairman, Cllr Martin Kirbitson, **welcomed** those present to the Annual Meeting of the Grantley and Sawley Parish Council.

(2022-23 – 007) There were no **Declarations of Interest** received.

(2022-23 – 008) No dispensations were therefore required.

(2022-23 – 009) It was **resolved** to instruct Carrie Pillow, t/a Elkerlodge Bookkeeping Services to carry out the Annual Internal Audit for the Parish Council. This was due to the previously instructed internal auditor being unable to carry out the audit in the required timeframe.

(2022-23 – 010) It was **resolved** to **approve** and **adopt**, without amendment the following governance documents. These documents were circulated prior to the meeting and taken as read:

MINUTES – **30th May 2022**

- a. Code of Conduct
- b. Code of Conduct (Social Media)
- c. Financial Regulations
- d. Standing Orders
- e. Publication Scheme
- f. Records Management
- g. Financial Risk Management
- h. Risk Assessment
- i. GDPR Statement

(2022-23 – 011) The Council **received** the Internal Auditor's report prior to voting on the Annual Governance and Accountability Return below.

(2022-23 – 012) The Clerk, who is also the Council's Responsible Financial Officer, commented that the new auditor has questioned in her report why the funds and transactions relating to the Sawley Parish Room were not an integral part of the Parish Council accounts. It was resolved that the Clerk shall investigate the status of the fund and report back to the Council at the earliest opportunity. Other comments in the report would be used as an action list over the forthcoming 12 months.

(2022-23 – 013) It was **resolved to approve and sign** the following documents for the 2019/2020 audit:

- a. Certificate of Exemption of the Annual Governance and Accountability Return 2019/20
- b. Section 1 of the Annual Governance and Accountability Return 2019/20 (The Annual Governance Statement).
- c. Section 2 of the Annual Governance and Accountability Return 2019/20 (The Accounting Statement).

(2022-23 – 014) **The Chairman closed the** Annual Meeting of the Grantley & Sawley Parish Council and thanked those present at attending.

These minutes were recorded and prepared by the Clerk to the Parish Council, David Taylor.

Signed as a true record by Cllr Mark Smeeden, Vice-Chairman

Date:

At the Regular Meeting of the Grantley and Sawley Parish Council held on 14th July 2022 it was resolved by unanimous vote to approve these Minutes, copies of which had been previously circulated to Members, as a true and correct record. These Minutes were then signed by the Chairman accordingly.

The signed Minutes are held in the Parish Council minute book at the Clerk's address, below, and can be viewed by prior appointment.

Clerk : David Taylor. 57 Whitcliffe Lane, Ripon, HG4 2LB. 01765 601693