

Chignal Parish Council

C/O 45 Cherry Garden Road , Great Waltham, Chelmsford , Essex, CM3 1DH

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Clerk: Will Adshead-Grant

Chair : Lynn Ballard

Vice Chair : Linda Nelson

Minutes of the Annual General Meeting of the Chignal Parish Council at the Chignal & Mashbury Village Hall, on Monday 14th May 2018

1. Election of the Parish Council Chairman
Cllr Ballard was Elected
2. Signing of the Declaration of office by the Chairman
The declaration was signed by the Chairman and the Clerk
3. Election of the Vice-Chairman
Cllr Nelson was elected
4. Chairman's Welcome
Chair Ballard
Cllrs Middleditch , Nelson , Anstey , Elwick , Feltwell , Towns
5. Apologies for Absence
No apologies.
6. Public Open Session
3 members of the public – no issues raised
7. Adopt the 2018 Standing Orders – Clerk
The new standing orders were adopted
8. Discuss the report of the internal auditor and action any recommendations.
A vote of Thanks to Graham Randall for his prompt auditing.
A minor issue with the asset register was highlighted – this will be resolved before the next audit.
9. Confirmation that the Income of the Parish Council was £31,608.59 for 2017 to 2018 so cannot apply for an exception to a limited assurance review.
Confirmed
10. Review and sign the bank reconciliation 2017 to 2018
Bank reconciliation from the AGAR was discussed and signed by the Clerk
11. To confirm and sign the Annual Governance Statement which forms section 12 of the Annual Return for Local Councils, Internal Drainage Boards and other smaller authorities in England for the year ended 31st March 2018.
The Annual Governance Statement was confirmed and signed
12. To adopt the Annual Accounts for the year ended 31st March 2018 – Pre-Audit and to sign the Annual Return for the year ended 31st March 2018
The Annual Accounts were reviewed and signed.
13. To confirm membership of the EALC and NALC for a year at a cost of £127.02
Confirmed
14. Reappoint the internal auditor – Graham Randall

Reappointed for 2018-2019

15. Review and approve the asset register

Approved

16. Review and approve the risk assessments

Approved

17. To Review and approve the Terms of Reference and Membership of the Parish Council

Committees.

- a. Orchard Committee. *Members: Cllrs Ballard, Feltwell, Middleditch.*
 - i. *Committee members confirmed*
- b. Employment Committee. *Members: Cllr Ballard, Nelson, Towns.*
 - i. *Committee members confirmed*
 - ii. *Renamed Staffing Committee*
- c. Budget Committee. *Members: Cllrs Anstey, Ballard, Middleditch, Nelson, Towns.*
 - i. *It was agreed to combine the budget committee with the full monthly meeting*
- d. Planning Committee. *Members: Cllrs Anstey, Ballard, Towns , Elwick.*
 - i. *Committee members confirmed*

Meeting closed 19:57

Will Adshead-Grant

Clerk to the Council

