

NASH MILLS PARISH COUNCIL

1302

Minutes of the **Annual Meeting of the Council** held on Monday **8th May 2017 at 7.30pm** at Nash Mills Village Hall, Lower Road, Nash Mills, HP3 8RT.

Those Present:

Chair: Councillor Lisa Bayley
Vice Chair: Councillor Jan Maddern
Councillors: Terence Collins
Louise Gross
David Jackson
Peter Lardi
Rosie Moubray

Also present: Mrs Linda Sutton - Parish Clerk/Proper Officer to The Council.

The meeting opened at 7.31pm.

1. Election of Chair of the Parish Council.

Councillor Lisa Bayley, the outgoing Chair, welcomed everybody to the Annual Meeting of the Council. She asked whether Councillors had a person they would like to nominate as the incoming Chair.

Councillor Jan Maddern proposed, seconded by Councillor Rosie Moubray that Councillor Lisa Bayley be elected Chair of the parish council for the year 2017-2018, all members present were in agreement, Councillor Lisa Bayley agreed to accept the role and it was RESOLVED.

2. Declaration of Acceptance of Office by the Chair.

The declaration of Acceptance of Office was read out, signed and dated by Councillor Lisa Bayley; witnessed by the Parish Clerk who signed and dated the document as Proper Officer of the Council.

3. Apologies for Absence/Declarations of Interest.

Apologies were received and accepted and recorded from Councillor Helen Gough. Councillor Rosie Moubray, Councillor Lisa Bayley and Councillor David Jackson had nothing to declare. Councillor Jan Maddern declared that she was an elected member of Dacorum Borough Council and a trustee of Nash Mills Village Hall Association.

Louise Gross declared she was a member of both Nash Mills Village Hall Association and Longdean Park Residents' Association.

Councillor Terence Collins declared that he was an Associated Governor of Nash Mills Primary School. Councillor Peter Lardi declared that he was Chair of the Longdean Park Residents' Association. The declarations were noted by the parish clerk and would be kept on file for the forthcoming year.

4. Election of Vice Chair of the Parish Council, Election of Committee Chairs and Vice Chairs.

Councillor Lisa Bayley, proposed, seconded by Councillor Peter Lardi that Councillor Jan Maddern be elected Vice Chair of the parish council for the year 2017/18. All members present were in agreement. Councillor Jan Maddern agreed to accept the role, and it was RESOLVED that Councillor Jan Maddern be elected Vice Chair of the parish council, she then signed the Declaration of Acceptance of Office.

Councillor Jan Maddern proposed, seconded by Councillor Lisa Bayley that Councillor Dave Jackson be elected committee Chair of Finance, all members present were in agreement, Councillor Dave Jackson agreed to accept the role and it was RESOLVED.

Councillor Jan Maddern proposed, seconded by Councillor Louise Gross that Councillor Peter Lardi be elected committee Chair of Planning, all members present were in agreement, Councillor Peter Lardi agreed to accept the role and it was RESOLVED.

Councillor Jan Maddern proposed, seconded by Councillor Rosie Moubray that Councillor Louise Gross be elected committee Chair of Personnel, all members present were in agreement, Councillor Louise Gross agreed to accept the role, and it was RESOLVED.

Councillor Dave Jackson proposed, seconded by Councillor Jan Maddern that Councillor Rosie Moubray be elected committee Vice Chair of Finance, all members present were in agreement, and it was RESOLVED.

Councillor Terence Collins advised that he did not want to be included in any nominations so with this in mind; Councillor Jan Maddern, proposed, seconded by Councillor Lisa Bayley that Councillor Dave Jackson be elected committee Vice Chair of Planning, all members present agreed, Councillor Dave Jackson agreed to accept the role and it was RESOLVED.

Councillor Jan Maddern proposed, seconded by Councillor Louise Gross that Councillor Rosie Moubray be elected committee Vice Chair of Personnel, all members present agreed,. Councillor Rosie Moubray agreed to accept the role, and it was RESOLVED.

All other committee members would remain the same.

5. Review of Parish Insurance Policy (Came and Co).

The renewal policy had been circulated to all prior to the meeting. It had been agreed that the parish council were more than adequately insured. The Clerk had recently contacted Came and Co for advice after the parish council had been given a new laptop, she was advised that they already had sufficient cover. Councillor Dave Jackson suggested that the payment for £744.37 be approved for a further three year LTA, all Councillors present agreed. The online payment was approved.

6. Approval of Annual Return ended 31st March 2017.

The full parish council acknowledged that a sound system of internal control was in place and agreed that they had conducted a recent robust review of internal control. Further, they agreed that robust measures had been included within the system of internal control to ensure that a new online banking facility was in accordance with NALC recommendations. The Chair signed the annual governance for 2016/17 as the parish council had acknowledged that to the best of their knowledge and belief they could answer in the affirmative to each of the eight of the nine statements on the document excluding Trust Funds. An auditor representing Clubfinance Ltd had conducted an internal audit during April at the Clerk's home. The IA report had since been circulated to all, and it had concluded that all internal control objectives had been met. However, there some recommendations were made. The Clerk signed the AR certifying that the accounting statements present fairly, the financial position of the parish councils' receipts and payments accounts system, she advised that the AR would be sent to BDO by 15th May, and noted that as a smaller authority the 'Notice for the Exercise of Public Rights' would be publicised and an inspection date would commence on 5th June 2017, for a period of 30 (thirty) working days. The AR along with supporting documents would be published on the parish council's website.

7. Date of Ordinary Meetings for the Coming Year - a list had been distributed and the next meeting was 12th June 2017.

8. Date of Next Year's Annual Meeting of the Council - 7th May 2018.

Councillor Lisa Bayley thanked all for attending and closed the meeting at 7.51 pm.

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CHAIR

12th June 2017
DATE