**Minutes of the AGM of Darnhall Parish Council**

**Held in Darnhall Village Hall on Tuesday 15th May 2018 at 7.30pm**

1. **Apologies**

Cllr Strachan – on holiday, CWAC Cllr S Burns & CWAC Cllr D Armstrong

1. **Chairman’s remarks**

Chairman thanks everyone for their help and support over the past 12 months. Due to additional work there may be a need for more meetings in the future. The chairman thanked the clerk for all the work she had done for the council.

The village hall was broken into last August and badly vandalised but everything has now been repaired/replaced.

Robin Wood has been appointed the project manager for the next phase of the village hall project.

Stephen Burns, CWAC councillor, has attended several of our meetings and has been very helpful.

And finally thanks to Cllr Sherry for providing us with tea/coffee and biscuits for our meetings.

1. **Appointment of officers**

Nominations were requested.

**93/18 Cllr Bownes nominated Cllr Jinks to continue his role as Chairman** **and Cllr Bostock seconded it.** Cllr Jinks accepted.

**94/18 Cllr Sherry nominated Cllr Bownes to continue his role as Vice-Chairman and Cllr Langley seconded it.** Cllr Bownes accepted.

**95/18 Cllr Jinks proposed that Sue Langley continues in her role as parish clerk and Cllr Davenport seconded it.** Sue Langley accepted.

1. **Declarations of office and declarations of interest.**

Declarations of office do not need to be filled in at this meeting.

Declarations of interest. **No changes**

1. **Election of officers to other groups.**

Chalc – Cheshire Association of Local Council **96/18 agreed that Cllr Jinks and Cllr Langley continue with their role as representatives.** Cllr Jinks and Cllr Langley accepted.

Neighbourhood Plan – **97/18** **agreed that Cllr Strachan continues with this role**. Cllr Strachan was not at the meeting.

Footpaths in the parish - **98/18 agreed that Cllr Davenport continues with this role.** Cllr Davenport accepted.

Village Hall fundraising – **99/18 agreed that Cllr Sherry continues with this role.** Cllr Sherry accepted.

Police and crime officer – **100/18 agreed that Cllr Bostock continues with this role.** Cllr Bostock accepted.

New officer to be appointed.

Date Protection Officer – **101/18 agreed that Cllr Bostock takes up this role.** Cllr Bostock accepted. The General Privacy Notice was given to Cllr Bostock. He excepted the notice, to take it home and read through it. An edited version to be posted on the website.

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All the above were agreed and voted on block. **102/18 Proposed by Cllr Sherry and seconded by Cllr Davenport**

1. **Accounts for the year.**

The accounts have not been completed. The clerk will make an appointment with the internal auditor to go through the accounts. The clerk has not heard from the external auditor; this will now be chaised.

The clerk briefly went through the accounts for the Parish Council, Village Hall and 200 Club.

Whilst doing the accounts it was noted that a VAT claim had not been paid out for the year 2016/2017 for £281.98. the clerk will now chaise this.

200 club, as this is now part of the Parish Council accounts the clerk will need to check what paperwork is needed for the internal auditor.

The accounts for 2016-2017 have been re-done and balance brought forward. The accounts for 2017-2018 can now be added to these and moving forward things should hopefully be better.

Clerk presented the councillors with the list of requirements for the internal auditor and wanted to bring four of the questions to the attention of the councillors.

1. The ‘fixed assets’ - as we have now put the Village Hall accounts with the Parish Council accounts the assets register will be much bigger, but not all of the costs or dates of purchase for some of the equipment is available. These items will have to be listed but no cost or date of purchase.
2. Budgetary control – the clerk went through the budget for 2017-2018 showing what we had budgeted for, what we had spent and why some balances of money were left over. **103/18 agreed to the balances of money left in the budget and why.**
3. Ear marked money – some money left in the budget figures is earmarked for projects in the coming year. Speed Limit changes of £1500, work only just completed by CWAC invoice due soon. There are some reserves for the Village Hall repairs.
4. The council is registered with the ICO and therefore needs to appoint a Data Protection Office. This was done earlier in this meeting. Our officer is Cllr Bostock.
5. **Internal auditor**

Our internal auditor as we all know is John Henry, the clerk is due to meet him soon. There may well be a list of further questions once the audit has been done. Not sure what the cost will be for this years accounts as there is quite a bit of checking to be done due to the re-writing of 2016-2017 accounts. Once the clerk has the accounts back there may be a need to call for an additional meeting.

1. **Update the risk assessments.**

The clerk has updated the risk assessments register and forwarded a copy to all councillors before the meeting. No further changes were needed.

1. **Financial regulations and standing orders.**

There are no further changes to be made at this present time.

1. **List of dates for council meeting for the coming year.**

**104/18 dates agreed.** If there is a need for an extra meeting during the year this will be arranged at the time.

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List of dates agreed were: -

Parish Assembly 29th May 2018

Change in date for future parish council meetings – now on 3rd Tuesday in the month

Parish Council ordinary meeting 17th July 2018

Parish Council ordinary meeting 18th September 2018

Parish Council ordinary meeting 20th November 2018

Parish Council ordinary meeting 15th January 2019

Parish Council ordinary meeting 19th March 2019

Parish Council AGM & ordinary meeting 21st May 2019

Parish Assembly 28th May 2019

All meetings are on a Tuesday and start at 7.30pm.

The clerk will book all these dates with the booking clerk for the village hall

Meeting closed at 8.10pm.

Signed by the Chairman ………………………………………………………………………………………………………

Dated …………………………………………………………………………………………………………………………………..

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