



MINUTES OF THE ANNUAL MEETING OF CHURCH MINSHULL PARISH COUNCIL  
HELD ON THE 2nd MAY 2017 AT CHURCH MINSHULL VILLAGE HALL

**Present:** Cllr D Wallis Chairman  
Cllr M Carss Vice Chairman  
Cllr J Stockdale  
Cllr G Russell  
Cllr B Charlesworth  
Cllr J Smith  
Cllr L Baddeley

Mrs S McBennett Clerk to Church Minshull Parish Council

**02.05.01 Election of Chairman**

Cllr Wallis resigned from the Parish Council in position of Chairman.  
Cllrs wished to note their thanks to Mr Wallis for his time and tireless efforts over many years serving the Parish Council and the community. Mr Wallis noted he had enjoyed his time as Chairman and Councillor, particularly the notable achievements and collaborative work on the Parish Council.  
Cllr J Stockdale proposed Cllr M Carss as Chairman. Seconded by Cllr Baddeley.  
**Resolved:** That Cllr M Carss be elected Chairman of Church Minshull Parish Council for the year 2017-2018.

**02.05.02 Election of Vice Chairman**

Cllr Smith proposed Cllr J Stockdale as Vice Chairman, Cllr Charlesworth seconded.  
**Resolved:** That Cllr J Stockdale be elected Vice Chairman of Church Minshull Parish Council for the year 2017-2018.

**02.05.03 Apologies for Absence**

Cllr Michael Jones of CE sent his apologies.  
**Resolved:** that the apologies for absence be accepted.

**02.05.04 Declaration of Pecuniary Interests**

No declarations received.

**02.05.05 Public Participation**

No members of the public were present. Cllrs discussed methods of engaging with the electors in future and making council business more accessible.  
**Action:** The Clerk to add engagement to the next agenda.  
**Action:** All Cllrs to collectively think of new ways of engagement and to offer an overarching welcome to other regular meetings and organisations in the village.

**02.05.06 Annual Business**

Review of Policies

**Resolved:** That the Council reviewed and agreed the Policies currently adopted by the Parish Council.

Risk Assessment.

The risk assessment for the Council was outlined to Cllrs by the Clerk; covering Physical, Financial and Policy. Cllrs had sight of the Policy Documents providing cover from Community Lincs Insurance Services. A new Risk Assessment Policy had been circulated prior to the meeting.

**Resolved:** that the Risk Assessment Policy be agreed and adopted with immediate effect.

**Resolved:** That the Council agreed current protection against risks was adequately provided for.

**02.05.07 Annual Statements of Accounts and Governance 2016-2017**

a) Annual Governance Statement.

The Clerk outlined the Annual Statements of Accounts and Governance to Cllrs and gave an overview of the Annual Audit for the year 2016-17 prepared for external auditors BDO.

**Resolved:** that the Cllrs agreed there was a sound system of internal control.

b) Accounting Statement

The Chairman read out the Governance criteria to Cllrs.

The Clerk gave a report on the bank reconciliation and accounts prepared for audit with an explanation of the completed audit form.

**Resolved:** That the Annual Accounting and Governance Statements be approved and signed by the Chairman and the Clerk.

c) Appointment of RFO

**Resolved:** that Cllrs agreed the Clerk, Mrs S McBennett be appointment Responsible Financial Officer for the year 2017-18.

d) Appointment of Internal Auditor

**Resolved:** that Cllrs agreed to the appointment of an Internal Auditor; Mrs Hayley Cooper for the year 2017-2018.

