

**Minutes of Hovingham with Scackleton Parish Council**  
**Annual Parish Council Meeting held at 7.00pm on Wednesday 8th May 2019.**

All Councillors signed the Declaration of Acceptance of Office.

**Present.**

Councillor P. Chapman, Councillor Dr N. Robson, Councillor R. Wainwright, Councillor M. Wilson.

Electors. 2

Clerk. Mrs S. Wainwright

**Election of Chairman.**

Councillor R. Wainwright proposed, Councillor M. Wilson seconded and it was unanimously agreed that Councillor P. Chapman be elected Chairman.

**Election of Vice Chairman.**

Councillor R. Wainwright proposed, Councillor P. Chapman seconded and it was unanimously agreed that Councillor M. Wilson be elected Vice Chairman.

**Apologies from Councillors unable to attend the meeting.**

Apologies from Councillor F. Colenso had been received and accepted.

**Co-opting Parish Councillors for Hovingham and Scackleton.**

Scackleton

Mr R. Matthews had missed the deadline for submitting his nomination to stand for election, wished to continue to represent Scackleton on the Parish Council.

It was agreed to co-opt Mr R. Matthews on to the Parish Council to represent Scackleton.

Hovingham.

No one had come forward to fill the vacancy in Hovingham.

It was agreed this be advertised in the noticeboard from Thursday 9<sup>th</sup> May.

**Minutes of the Annual Parish Council Meeting held on 9<sup>th</sup> May 2018.**

It was agreed that the minutes of the meeting held on 9<sup>th</sup> May 2018 be signed as a true record.

**Appointment of representatives to**

YLCA Branch Meetings. Councillor P. Chapman and Councillor M. Wilson.

Hovingham Village Hall Management Committee. Councillor M. Wilson

Ryedale Parish Liaison Committee. Open to any Councillor expressing an interest.

Community First. Open to any Councillor expressing an interest.

**Presentation of Annual Accounts.**

The internally audited accounts for 2018/19 were presented to the meeting.

Copies had been circulated to all Councillors and are attached to these minutes.

a) **CERTIFICATE OF EXEMPTION:** To certify Hovingham with Scackleton Parish Council as exempt from external audit for fiscal year 2018/19 **RESOLVED** that Hovingham with Scackleton Parish Council is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000.

b) **ANNUAL INTERNAL AUDIT REPORT 2018/19** To note the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 **RESOLVED** that Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.

c) **ANNUAL GOVERNANCE STATEMENT:** To approve Section 1 Annual Governance Statement 2018/19 for Hovingham with Scackleton Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19 **RESOLVED** that Hovingham with Scackleton Parish Council approve Section 1 Annual Governance Statement 2018/19 for Hovingham with Scackleton Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.

d) **ACCOUNTING STATEMENTS 2018/19:** To approve Section 2 Accounting Statements 2018/19 for Hovingham with Scackleton Parish Council on page 6 of the Annual Governance and Accountability Return 2018/19 **RESOLVED** that Hovingham with Scackleton Parish Council approve Section 2 – Accounting Statements 2018/19 for

Hovingham with Scackleton Parish Council on page 6 of the Annual Governance and Accountability Return 2018/19

e) **PUBLICATION OF DOCUMENTS:** To approve the publication of documents required by Accounts and Audit Regulations 2015 the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. **RESOLVED** that in accordance with the Accounts and Audits Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and Transparency Code for Smaller Authorities, Hovingham with Scackleton Parish Council will publish the following documents on a public website:

- Certificate of Exemption
- Annual Internal Audit Report 2018/19
- Section 1 Annual Governance Statement 2018/19
- Section 2 Accounting Statements 2018/19 page 6
- Analysis of variances.
- Bank Reconciliation to 31<sup>st</sup> March 2019.
- Notice for the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**Signatures required for cheques.**

Current signatories Mrs S. Wainwright and Councillor M. Wilson.

Councillor P. Chapman proposed and it was agreed that Councillor F. Colenso be added to the mandate.

**Appointment of an Internal Auditor.**

Councillor P. Chapman proposed and it was agreed to ask Mrs J. Vowles to audit the 2019/20 accounts.

Agreed the clerk purchase a gift voucher for Marks and Spencer as a token of appreciation for auditing the accounts.

**Appointment of a Responsible Financial Officer.** Mrs S. Wainwright was appointed as Responsible Financial Officer.

The meeting closed at 7.20 pm and was followed by the first Hovingham with Scackleton Parish Council Meeting.