

# Hovingham with Scackleton Parish Council – Meeting

## Wednesday 22<sup>nd</sup> May 2024 – Hovingham Community Room

### Annual Meeting held at 6.30pm

<b>1</b>	<p><b>Those attending:</b> - Phil Chapman, Jayne Berger, Mark Wilson, Robert Wainwright, Nicole Robson, Ann Chapman</p> <p><b>Apologies for absence:</b> - Steve Britland, Giles Naish</p>	<b>Action</b>
<b>2</b>	<p><b>Election of Chairman:</b> -</p> <ul style="list-style-type: none"> <li>Phil Chapman was nominated by Mark Wilson and seconded by Nicole Robson. Approved unanimously</li> </ul>	
<b>3</b>	<p><b>Election of Vice Chairman:</b> -</p> <ul style="list-style-type: none"> <li>Mark Wilson nominated by Phil Chapman and seconded by Jayne Berger. Approved unanimously.</li> </ul>	
<b>4</b>	<p><b>Co-opting Parish Councillors:</b> -</p> <ul style="list-style-type: none"> <li>There are no current vacancies requiring co-opting</li> </ul>	
<b>5</b>	<p><b>Councillor's declaration of interest:</b> -</p> <ul style="list-style-type: none"> <li>Councillors are reminded to declare any interests. We are attempting to find where these are registered and updated. <b>To be confirmed</b></li> <li>Robert Wainwright needs to be added as a Councillor.</li> <li>Acting Parish Clerk needs to be updated to Parish Clerk</li> </ul>	<p>All</p> <p>Robert Ann</p>
<b>6</b>	<p><b>Approval of Minutes of Annual Parish Council Meeting 31<sup>st</sup> May 2023:</b> -</p> <ul style="list-style-type: none"> <li>Approved by meeting and signed by Chairman</li> </ul>	
<b>7</b>	<p><b>Presentation of Annual Accounts for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024:</b> -</p> <ol style="list-style-type: none"> <li><b>Certificate of Exemption</b> requested for Councils whose income is less than £25,000. Approved by meeting. This mean an external audit is not required.</li> <li><b>Annual Internal Audit</b>, this was completed and signed off by Ann Chapman who inspected the accounts.</li> <li><b>Annual Governance Statement</b> is completed and signed as required.</li> <li><b>Accounting Statements</b> are completed and signed as required</li> <li><b>Public inspection</b> of these documents will be between Monday 3<sup>rd</sup> June and Friday 15<sup>th</sup> July 2024 via the website. Documents to be uploaded.</li> </ol>	<p>Phil</p>
<b>8</b>	<p><b>Appointment of Responsible Officer:</b> -</p> <ul style="list-style-type: none"> <li>Mark Wilson nominated and approved unanimously.</li> </ul>	
<b>9</b>	<p><b>Appointment of Inspector of Annual Accounts:</b> -</p> <ul style="list-style-type: none"> <li>As Ann Chapman is now Parish Clerk, we may need another inspector. We will check this.</li> </ul>	<p>Phil</p>
<b>10</b>	<p><b>Signatures, or approval for bank transfers and cheques:</b> -</p> <ul style="list-style-type: none"> <li>Current signatories for bank accounts and online banking are Mark Wilsom, Jayne Berger, Giles Naish</li> <li>Previous clerk, Serena Farrow has been removed as signatory.</li> <li>Consider adding Ann Chapman if thought necessary.</li> </ul>	
<b>11</b>	<p><b>Appointment of representatives to:</b> -</p> <ul style="list-style-type: none"> <li><b>YLCA.</b> Up to 2 branch meetings per year. We currently pay an annual subscription and can submit questions to them for advice and information. They have proved useful.</li> <li><b>Hovingham Village Hall Management Committee.</b> Mark Wilson continues in this role.</li> <li><b>Ryedale Parish Liaison Committee.</b> This appears to be defunct now. Instead, there is a 'Parish Charter' under development and we will need to check on its progress and implications in due course. <a href="#">Parish Charter   North Yorkshire Council</a></li> <li><b>Community First.</b> We pay £42 annual membership. In the past they had very useful networking contacts and grants advice etc, although this has changed and their focus is now more generic. They may still be useful to the Action group.</li> </ul>	<p>Ann</p>