

DOYNTON PARISH COUNCIL
Minutes of the Annual General Meeting held at Doynton Church Rooms
10th May 2018 at 7.55pm

Present:	William Crew	Chairman
	Peter Hart	Vice Chairman
	John Ellis	Councillor
	William Roch	Councillor
	Jill Salter	Councillor.
	Elaine Weightman	Parish Clerk
	Stephen Reade	District Councillor.

No members of public in attendance **Action**
 The Parish Clerk welcomed everybody and opened the meeting.

1. Apologies for absence. Ben Stokes District Councillor.

2 Election of Officers.

2.1 The Clerk asked for nominations for the position of Chairman.
Cllr. Crew & Cllr. Hart advised that for 2018-19 they were willing to stand as Chairman for six months each and Parishioners would be advised accordingly. As a result Cllr. Crew will be Chairman from this meeting and Cllr. Hart will be Vice-Chairman until November 21st when the roles would be reversed, therefore the election of Vice Chairman would not be necessary. All members were in favour. **EW**
Cllr. Crew took over the chair.

2.2

3 Appointment of Parish Council representatives on local organisations

The following Parish Council representatives were appointed:

- | | | |
|------------|-------------------------|------------------------------|
| 3.1 | Village Hall Committee | Mr Peter Hart |
| 3.2 | Playing Field Committee | Mr William Roch |
| 3.3 | ALCA | To be shared amongst members |
| 3.4 | Langton's Trust | Mr Crew. |

4 Timetable for Annual Review items

Annual reviews of the following will be undertaken at the stated meeting of the PC.

- 4.1** Standing Orders. March
- 4.2** Financial Regulations. March
- 4.3** Frequency/dates of meetings. November
- 4.4** Subscriptions to other bodies. November
- 4.5** Fixed Asset Register. November
- 4.6** Model Complaints procedure. January
- 4.7** Risk Assessment. Ongoing.

5 Financial Matters

5.1 The members resolved this Parish Councils exemption from a limited assurance review by the external auditor and confirmed the qualifying criteria are met. The exemption certificate had been signed by the RFO Elaine Weightman on 9th May 2018 and by the Chairman Cllr. William Crew at this meeting.

5.2 The Audit of Accounts 2017/18 was reviewed on 5th May 2018 by the Internal Auditor Iain Selkirk and forwarded for signature at the next Parish Council meeting. **EW**

6 Date of Next meeting: Thursday 9th May 2019. The meeting closed at 8.05 pm.

Signed..... Date.....

Notes: DPC = Doynton Parish Council; SGC = South Gloucestershire Council; ALCA = Avon Local Councils Association; CEF = Community Engagement Forum; AONB = Area of Outstanding Natural Beauty; TPF = Town & Parish Forum;