

DOYNTON PARISH COUNCIL
Minutes of the Annual General Meeting held at Doynton Village Hall
9th May 2019 at 7.20pm

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|-----------------|------------------|----------------------|
| Present: | William Crew | Chairman |
| | Peter Hart | Vice Chairman |
| | 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 Signature of Declaration of Acceptance of Office**
The newly elected Councillors each signed a "Declaration of Acceptance of Office"; these were countersigned by the Parish Clerk. EW
- 3 Election of Officers.**
3.1 The Clerk asked for nominations for the position of Chairman.
Cllr. Crew & Cllr. Hart advised that for 2019-20 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.
Cllr. Crew took over the chair.
- 4 Appointment of Parish Council representatives on local organisations**
The following Parish Council representatives were appointed:
- | | | | |
|------------|-------------------------|------------------------------|----|
| 4.1 | Village Hall Committee | Mr Peter Hart | |
| 4.2 | Playing Field Committee | Mr William Roch | |
| 4.3 | ALCA | To be shared amongst members | EW |
| 4.4 | Langton's Trust | Mr Crew. | |
- 4.5** Doynton Parish Plan- Signatories- It was agreed the Clerk would make a request to the current signatories to transfer all the remaining funds held on the DPP to DPC and those remaining funds would be earmarked in DPC accounts for use on related matters from the Parish Plan. EW
- 5 Timetable for Annual Review items**
Annual reviews of the following will be undertaken at the stated meeting of the PC.
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| 5.1 | Risk Assessment. Ongoing. |
| 5.2 | Model Complaints procedure. January |
| 5.3 | Standing Orders. March |
| 5.4 | Financial Regulations. March |
| 5.5 | Frequency/dates of meetings. November |
| 5.6 | Subscriptions to other bodies. November |
| 5.7 | Fixed Asset Register. November |
| 5.8 | Transparency Code. November |
| 5.9 | Tree Register. November. |



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;

25/7/19

6 Financial Matters

6.1 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 8th May 2019 and by the Chairman Cllr. William Crew at this meeting.

EW

6.2 The Audit of Accounts 2018/19 was reviewed on 3rd May 2019 by the Internal Auditor Iain Selkirk and forwarded for signature at the next Parish Council meeting.

7 **Date of Next meeting: Thursday 21st May 2020.** The meeting closed at 7.45 pm.

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