

**Kingsley Parish Council**  
**Minutes of the Annual General Meeting**  
**held on Thursday 28<sup>th</sup> April 2016 at 7.00pm in the Kingsley Centre**

Present: Cllr Chris Rigden  
Cllr Richard Coury  
Cllr Karin Clayton  
Cllr David Lowe

In attendance: Karine Nana Yonko, Clerk  
3 members of the public  
District Councillor David Ashcroft

**19.58 Apologies for Absence**

None

Cllr Robin Gregory informed Cllr Chris Rigden that he will be late

**19.59 Election of Chairman**

Cllr Chris Rigden vacated the chair and Cllr David Lowe asked for nominations for the post of Chairman for the coming year. There was only one nomination for Chairman: Cllr Chris Rigden.

Proposed Cllr Karin Clayton

Seconded Cllr Richard Coury

All agreed unanimously

**19.60 Declaration of Acceptance of Office as Chairman**

Cllr Chris Rigden accepted the nomination and was duly elected as Chairman for the year 2016/2017. The declaration of acceptance for Chairman was duly completed and signed.

**19.61 Election of Vice-Chairman**

Cllr Chris Rigden asked for nominations for the post of Vice-Chairman. There was only one nomination for Vice-Chairman: Cllr David Lowe.

Proposed Cllr Karin Clayton

Seconded Cllr Richard Coury

All agreed unanimously

**19.62 Declaration of Acceptance of Office as Vice-Chairman**

Cllr David Lowe accepted the nominations and was duly elected as Vice-Chairman for the year 2016/2017. The declaration of acceptance for Vice-Chairman were duly completed and signed.

**19.63 Approval of the Minutes of the AGM held on 28th May 2015**

The Minutes were approved as a true record of the meeting and duly signed by Cllr Rigden.

Proposed Cllr David Lowe

Seconded Cllr Chris Rigden

All agreed unanimously

19.64

**Registers of Interests**

No register of interest form has been handed out to the clerk as no change of circumstances have occurred from Cllr Chris Rigden, Cllr Karin Clayton, Cllr Richard Coury and Cllr David Lowe. The clerk will ask Cllr Robin Gregory at a later time once he has arrived if he has any

19.65

**Review of Appendix F of Standing Orders and Agreement of Lead Councillors for 2016/17 (Appendix attached ANNEXE 1)**

The latest version of Appendix F (Lead Councillors) sent out to all Councillors by the Chairman on 14 April 2016 was reviewed. The following changes to Lead Councillors were accepted

Planning applications and other matters – Cllr Coury  
St Nicholas Chapel and Cemetery – Cllr Coury and Cllr Rigden  
Regular inspections of St Nicholas Chapel and Cemetery – Cllr Coury  
Lower Green – Cllr Lowe  
Housing, Business and Commerce – Cllr Rigden

It was noted that the Cllr Rigden would work with Cllr Coury on Planning Applications and St Nicholas Chapel and Cemetery and with Cllr Lowe on Lower Green over the next year or so to effect a smooth handover and to provide background information.

It was proposed that the Lead Councillors in Version of Appendix F sent out on 14 April, with the above changes, should be adopted

Proposed: Cllr Chris Rigden  
Seconded: Cllr David Lowe  
All agreed unanimously

It was pointed out by the Chairman that Appendix F can be updated during the year if required.

19.66

**Approval of Standing Orders, Financial Regulations & Risk Assessments**

The Standing Orders, Financial Regulations and Risk Assessment dated September 2015, June 2015 and June 2015 respectively were reviewed. For each document the Council considered whether there are any shortcomings that needed to be addressed or other areas where changes are needed.

**Standing Orders:**

No shortcomings were identified.

**Financial Regulations:**

Sections 5 and 6 (Banking Arrangements and Payment of Accounts) need to be updated to describe revised processes and controls needed for internet banking.

Also section 7 (Payment of Salaries and Wages) needs to be updated to reflect the introduction of workplace pensions and record keeping to support the demonstration of compliance with new government regulations.

No other shortcomings were identified.

**Risk Assessment:**

The current bank mandate requires only one person to approve internet banking payments. This needs to be added as a new risk in the Risk

Assessment as it not as secure as the cheque signing procedure which requires two signatures.

The current bank mandate names only one nominated person to authorised online payments. A new risk needs to be added to the Risk Assessment that if this person is unavailable then online banking could not be used for the Parish Council.

No other shortcomings were identified.

It was proposed that the minutes record that the Council has reviewed the Standing Orders, the Financial Regulations and Risk Assessment and has not identify any shortcomings other than those noted above. Cllr Rigden will take action to amend the documents to rectify these shortcomings and send them to Councillors for review prior to approval at a future monthly Parish Council meeting.

Proposed: Cllr Chris Rigden

Seconded: Cllr Karin Clayton

All agreed unanimously

**19.67 Approval of the Accounts for the Financial Year 2015/2016**

Detailed accounts had been circulated to Councillors prior to the meeting. Cllr Rigden confirmed that the internal audit will be carried out on Thursday 19<sup>th</sup> May 2016.

The balance at 31<sup>st</sup> March 2016 was £13,507.49

*(See KPC's Bank reconciliation ANNEXE 2).*

The audit form section 2 was approved. Section 1 was duly read out and all points were accepted. The Chairman and Clerk signed both sections.

The form will now be sent to the Audit Commission by the clerk for external audit.

The accounts for the financial year 2015/2016 were approved.

Proposed: Cllr Chris Rigden

Seconded: Cllr David Lowe

All agreed unanimously

**19.68 Date of next Annual General Meeting**

The next Annual General Meeting will be held in April 2017.

There being no further business, the meeting closed at 7:50pm.