

# **BROUGHAM PARISH COUNCIL**

## **ANNUAL PARISH COUNCIL MEETING**

Minutes of the Annual Parish Council Meeting held on 15<sup>th</sup> May 2019  
7.30 pm at 5 Brougham Hall Gardens

Present: Cllr AVL Williams (Chairman) (AW), Cllr S V Harden (SVH), Cllr R Stables (RS), Cllr Gordon Rigg (GR) and Caroline Fancott-Beynon (Clerk) (CFB)

In attendance: Cllr H Sawrey-Cookson, EDC (HSC)

### **1. Declaration of Office to be signed**

Councillors signed the declaration of office for the new term

### **2. Election of Chairman**

Richard Stables forwarded Sarah Harden, seconded by Gordon Rigg

### **3. Election of Vice Chair**

**Sarah Harden forwarded Richard Stables, seconded by Gordon Rigg**

### **4. Apologies**

David Whipp (CCC)

### **5. Minutes**

The minutes from the last Annual Parish Council Meeting held on 9<sup>th</sup> May 2018 were agreed and signed by the Chair

### **6. Chairman's Report**

A report was given by AVL Williams, outgoing councillor, for the year 2018-19. The report had previously been circulated to councillors.

### **7. Clerk Report**

The clerk read out a previously distributed report from outgoing councillor Janet Jennings, who previously acted as clerk. CFB then gave a finance report detailing the accounts for the previous year.

### **8. Adoption of Annual Accounts**

Following a report from the clerk, the annual accounts were presented to the council. It was unanimously agreed to accept the accounts for the financial year 2018-19. The clerk reported that the council was eligible to declare itself exempt from external audit. The Annual Governance Statement was read out, agreed and signed by the Chair and Clerk.

### **9. Appointment of Representatives**

It was agreed that councillors would represent BPC as and when available for any relevant meetings

### **10. Adjournment of Meeting**

Thanks were again given to Mr Williams following his long service in the council

### **11. Date of next meeting**

It was agreed the date of the next meeting will be arranged nearer the time

Meeting closed 7.50pm