

# POSTLING PARISH COUNCIL

postlingpc@aol.co.uk | www.postlingpc.co.uk

## Minutes of Annual Meeting of Postling Parish Council held on Wednesday 22 May 2019, at 6.30pm in Postling Village Hall.

### Annual Meeting of the Council:

1. Election of Chairman:
  - a. Councillor Frank Hobbs was appointed Chairman, as proposed by Cllr John Elphick and seconded by Cllr Christine Hobbs.
  - b. Councillor John Elphick was appointed Vice Chairman, as proposed by Cllr Christine Hobbs and seconded by Cllr Frank Hobbs.The Parish Council thanked retired Cllr Jane Reynolds for her long service on the parish council.
2. Attendance and apologies:

Present: Cllr Frank Hobbs in the chair, Cllr Christine Hobbs, Cllr John Elphick, Parish Clerk Clare Hamilton.

Apologies: Cllr John Patrick, Cllr Helen Calderbank, Cllr Charlie Wilkins, District Councillor Jenny Hollingsbee and County Councillor Susan Carey - attending F&HDC Annual Meeting.
3. Acceptance of Office and Disclosable Pecuniary Interest forms:

Following an Uncontested Election for Postling Parish Council on 2 May 2019, Acceptance of Office forms signed by Cllrs Frank Hobbs, Christine Hobbs and John Elphick. Cllrs Helen Calderbank, John Patrick and Charlie Wilkins to sign forms at next meeting.

Declarations of Disclosable Pecuniary Interests forms received from Cllrs Frank Hobbs, Christine Hobbs, John Elphick and John Patrick. Cllrs Helen Calderbank and Charlie Wilkins to present forms at next meeting.
4. Internal Control:
  - a. **It was resolved** to accept the findings of the Internal Audit carried out by Derek Wood on 17 May 2019.
  - b. **It was resolved** to approve and sign the Annual Governance Statement for the year ended 31 March 2019.
5. Accounting Statements for the year ended 31 March 2019:
  - a. **It was resolved** to confirm Exemption from Limited Assurance review.
  - b. **It was resolved** to approve the Accounting Statements for the year ended 31 March 2019 which were signed and dated.
6. Budget: The Budget for 2019/20, as approved at November 2018 meeting, was noted.
7. Banking Arrangements: As resolved at March 2019 meeting, Cllr John Elphick replaces retired Cllr Jane Reynolds as signatory on HSBC Bank Mandate. Forms and ID submitted to HSBC 7.5.19.
8. Financial Regulations: **It was resolved** to approve Financial Regulations with no change.
9. Insurance: **It was resolved** to accept insurance quotation from Zurich Municipal of £289.34 p.a. on a three-year Long-Term Agreement. Quote also received from Came & Company Parish Council Insurance.
10. Policies and Procedures: **It was resolved** to approve Policies and Procedures. Privacy Policy updated to include GDPR.
11. Risk Assessment: **It was resolved** to approve Risk Assessment.
12. Registers: **It was resolved** to approve Asset Register, Inventory Register and Gifts Register.
13. Standing Orders: **It was resolved to approve** Standing Orders with no changes.

# POSTLING PARISH COUNCIL

postlingpc@aol.co.uk | www.postlingpc.co.uk

14. KALC and PNVH: Cllr John Elphick proposed and Cllr Christine Hobbs seconded the continuation of Cllr Frank Hobbs as Area Committee representative.  
Cllr John Elphick proposed and Cllr Frank Hobbs seconded the continuation of Cllr Christine Hobbs as KALC Area Committee representative.  
Cllr Christine Hobbs proposed and Cllr John Elphick seconded the continuation of Cllr Frank Hobbs and Cllr Helen Calderbank as PNVH representatives.

For Information:

To note acceptance of Minutes of Annual Meeting held on 23 May 2018 at meeting held on 25 July 2018.

Signed ..... Chairman, 24 May 2022