



HALLOW PARISH COUNCIL

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DRAFT Minutes of the Annual Parish Council Meeting of Hallow Parish Council held on Monday 15th May at Hallow Village Hall

PRESENT: H. Kemshall; M. Silvester; L Marson; J Rose and Lynne Ambury (Clerk and RFO)

1. Apologies: None

2. Election of Chairman of Declaration of Acceptance of Office

Proposed that Cllr Kemshall remain in the Chairman position JR seconded and all Cllrs agreed unanimously.

3. Election of Chair and Vice Chair.

MS stood down and proposed LM for the position of Vice Chairman JR seconded and all agreed unanimously. Cllr JR proposed a vote of thanks to MS, seconded HK, and unanimously carried. Cllr Kemshall thanked Cllr Silvester for all his help as vice chair.

4. Declarations of Interest

Cllr Kemshall – in her capacity of Chair reminded members of their duty to ensure that they have each made a Declarations of interest and applications for Councillor Dispensations subject to the Localism Act 2011.

a. Register of Interests: Councillors are reminded of the legal requirement to submit a new register of interest declaration to Malvern Hills District Council

b. To Declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

c. To declare any other Disclosable Interests in items on the agenda and their nature Failure to register or declare a Disclosable Interest may result in the commission of a criminal offence.

5. Election of Representatives & Members Responsibilities

To remain as currently allocated and with those outstanding to be postponed until additional councillors are recruited.

6. Risk Assessments Review and Risk Management Inspections

Risk assessments are to be taken in September.

7. Audit of Meeting performance

Councillors were asked to complete a questionnaire pertaining to the meeting performance,

8. Annual return for the year ended 31st March 2022

Councillors were given the opportunity to ask questions regarding the annual return.

9. a HK proposed to consider and approve procedures and paperwork in connection with the Annual Audit Return Seconded this motion and all Cllrs Agreed reviewing effectiveness of internal procedures/audit conducted across entire year

b. Section 1 of the AGAR – the Annual Governance Statement was considered, and a motion was passed to approve this.

10 a. To consider Section 2 of the AGAR - Accounting Statements. Previously distributed for consideration.

Chairman and Clerk gave a briefing on the Accounting Statements and confirmed the RFO, has already signed the Accounting Statements prior to presenting them to Members at this meeting 15/05/2023

b. Motion to approve Section 2 of the AGAR - Accounting Statements. HK signed and dated the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2023.

c. Approval and signature of the Declaration that the statement of accounts is unaudited (externally).

d. Approval and signature of the Notice of Commencement of the period for the exercise of public rights.

e. To approve allocation of reserves (in format required by External Auditor)

Date of Next Meeting:

Annual Council Meeting of Hallow Parish Council to be confirmed in April 2024.



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