



# HALLOW PARISH COUNCIL

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**DRAFT** Minutes of the Annual Meeting of Hallow Parish Council held on Monday 16<sup>th</sup> May 2022

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

**1. Apologies:** None

**2. Election of Chairman of Declaration of Acceptance of Office**

Ms proposed that Cllr Kemshall remain in the Chairman position, JW seconded and all Cllrs agreed unanimously

**3. Election of Chair and Vice Chair.**

HK proposed that MS remain in the position of Vice Chairman, JR seconded and all agreed unanimously

**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, All Councillors completed this and the following change was implemented- all documents will be shared on Google Drive going forward as well as in the normal manner.

**8. Annual return for the year ended 31<sup>st</sup> 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 MS 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 16/05/2022.

**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 2022.

**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)

All Councillors passed on their thanks to the RFO for the work involved in the preparation of the Finances.

**Date of Next Meeting:** Annual Council Meeting of Hallow Parish Council to be confirmed in April 2023.

Minutes published on the 19th May 2022



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