



**Draft minutes of the Annual Meeting of the Parish Council  
held in Darley Memorial Hall  
on Monday 20 May 2018 at 7.30pm**

**Present:** Councillors S Welch, A Robertshaw, E Butler, J McAllister, N Nicholas and M Pearson (Clerk).

- 1. Election of Chairman and Vice Chairman for 2019/20:** Councillor Welch was nominated and elected Chairman. Councillor Robertshaw was nominated and elected Vice-Chairman.
- 2. Declaration of Acceptance** was signed by the Chairman and Vice-Chairman in the presence of Clerk.
- 3. Additions to Register of Business Interests:** None.
- 4. Apologies for absence:** Councillors McQueen, Dickinson, Borough Councillor Watson and County Councillor Stan Lumley.
- 5. Election / Confirmation of Representatives to other bodies:** The following representatives were confirmed:

Charity of Isabel Day (S Welch, N Nicholas)  
Yorkshire Local Council Associations (E Butler)  
Safer Neighbourhoods Group (A Robertshaw)  
Darley in Bloom (S Welch)  
Darley Playing Fields Association (D McQueen)  
Darley Memorial Hall (N Nicholas)  
Focus on Darley (S Welch)  
Nidderdale Strategic Partnership / Nidderdale Plus (S Welch)

**6. Finance & Legal Requirements**

- a) The audited Financial Report for 2018/19 was presented to the Council and approved. It was signed by the Chairman and Clerk; **Clerk to post on the Parish Council website;**
- b) It was noted that as the Council's income and expenditure are both less than £25,000, the Council is exempt from External Audit. The Certificate of Exemption was signed by Chairman and Clerk. **Clerk to submit a copy to the External Auditor and to post on the Parish Council website;**
- c) The Annual Governance Statement 2018/19 was completed by the Council and signed by the Chairman and Clerk; **Clerk to post on the Parish Council website;**
- d) The Accounting Statements 2018/19 were approved by the Council and signed by the Chairman and Clerk; **Clerk to post on the Parish Council website;**
- e) The dates for inspection of Annual Governance & Accountability Return (together with the accounting records for the financial year and documents relating to the records) were confirmed as Monday 17 June 2019 to Friday 26 July 2019. **Clerk to post notice confirming the procedure on the Parish Council notice boards and website on 3 June 2019;**

- f) The Annual Internal Audit Report 2018/19 was accepted by the Council;  
There were no issues raised. **Clerk to post on the Parish Council website;**
  - g) It was resolved for Cllr Robertshaw to be added as a signatory to the bank account (Cllrs Welch, McQueen and Robertshaw to be the three signatories).  
**Clerk to confirm the process required to add signatory;**
  - h) It was agreed that online banking and the making of electronic payments could be adopted provided that a clear audit trail of the authorisation for all payments made was kept (including a form authorising each payment to be signed by two signatories in advance);  
  
It was agreed that Clerk should normally provide, in advance of each meeting of the Council, appropriate financial information (bank reconciliation, budget and list of payments and receipts year-to-date); **Clerk to provide financial information to all Councillors for each meeting as standard;**  
  
It was agreed that a regular review of current year accounting records shall be undertaken by a Councillor every four months;
  - i) It was resolved that the Council's Risk Assessment Strategy, Standing Orders and Financial Regulations (Main) would be reviewed with updated policy documents to be approved at the next meeting of the Council (24 June);  
**Clerk to circulate revised documents for review prior to the next meeting;**  
  
Further review (including review of Financial Regulations (Full) and drafting of a number of new policy documents required) is to be carried out on an ongoing basis and approved at later meetings of the Council; **Clerk to action;**
  - j) It was agreed that the current insurance policy underwritten by Zurich Municipal would be renewed from 1 June 2019 on a three-year basis with the addition of cover in respect of Libel & Slander at a total annual premium of £403.45; **Clerk to action.**
7. Dates for meetings in 2019/20 were confirmed as: 24 June, 29 July, 30 September, 29 October, 25 November, 27 January 2020, 24 February 2020, 30 March 2020, 27 April 2020, 18 May 2020.
8. The provisional date set for the next Annual Meeting was 18 May 2020.

*These draft minutes are published subject to approval at the next meeting of the Council*