

**SKEEBY PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
HELD IN SKEEBY JUBILEE VILLAGE HALL
at 7pm, WEDNESDAY 18th MAY 2022**

PRESENT- Cllrs I. Moreton, J Budden, R Dixon, P Rummery.

IN ATTENDANCE Mrs S Perks (Parish Clerk), two times members of the public.

1. Election of Chairman- Ian Moreton. Proposed by JB, seconded RD. Unanimously agreed
2. Chairman signed Acceptance of Office
3. Apologies were received from Cllr KR and Co. Cllr AT were accepted.
4. The Minutes of the Annual meeting held on Thursday 20th May 2021 were agreed as a true and accurate record.
5. Election of Vice-chairman- Rosslyn Dixon. Proposed by JB, seconded IM. Unanimously agreed.
6. Declaration of Office
 - i. Councillors signed Declaration of Acceptance
 - ii. It was resolved that any Councillor unable to sign their Declaration of Acceptance at this first meeting of the council, can do so at the next ordinary meeting of the council.
7. The Chairman's Annual Report was received, a copy of which is filed with these minutes.
8. It was agreed to appoint Samantha Perks (the Clerk) as the Responsible Financial Officer for the coming year.
9. The Responsible Financial Officer's Year End annual report was received, a copy of which is filed with these minutes.
10. Annual Governance and Return
 - i. Certificate of Exemption. It was agreed to certify that during the financial year 2021/22, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.
 - ii. The Annual Governance Statement was considered, approved, and signed.
 - iii. The Annual Accounting Statement was considered, approved, and signed.
 - iv. The dates for the Notice of Public Rights and Publication of Annual Governance & Accountability Return were agreed as 1st July- 11th August 2022 inclusive.
 - v. The Asset Register was reviewed and agreed
11. The following policies and procedures were reviewed and approved by councillors.
 - i. Standing Orders
 - ii. Councillors Code of Conduct
 - iii. Complaints Procedure

Skeebly Parish Council Wednesday 25th May 2022

12. It was decided to appoint Councillors RD and JB as representatives for the voting rights at YLCA Branch meetings.

13. The date of the next Annual Meeting of the Council will be, Thursday 25th May 2023.