

**MINUTES of the Annual General Meeting of Little Downham Parish Council held in the Village Hall,  
Little Downham, on Thursday, 11<sup>th</sup> May 2017 commencing at 7.00pm.**

**Councillors present:** JL Waters, in the chair, and JW Barker, CE Hall, RS Martin, MM Oldfield, G Ord, MAC Seidler, BL Taylor, GH Taylor, and KO Winters. **Clerk:** Mrs J Wardle

**Other attendees:** None

- 1/17 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** – Dist. Cllrs A Bailey and M Bradley and County Cllr L Dupre.
- 2/17 TO ELECT CHAIRMAN OF THE COUNCIL 2017/2018**
1. It was proposed by Cllr KO Winters and seconded by Cllr GH Taylor that Cllr JL Waters be nominated for Chairman. There were no other nominations.  
**Resolved unanimously to duly elect Cllr JL Waters as Chairman for 2017/18.**  
Cllr Waters formally accepted the position of Chairman of Little Downham Parish Council and signed the Declaration of Acceptance of Office as Chairman.
- 3/17 TO APPOINT VICE CHAIRMAN OF THE COUNCIL 2017/2018**
1. It was proposed by Cllr BL Taylor and seconded by Cllr GH Taylor that Cllr KO Winters be nominated for Vice Chairman. There were no other nominations.  
**Resolved unanimously to duly appoint Cllr KO Winters as Vice Chairman for 2017/18.**  
Cllr Winters accepted the position of Vice Chairman of Little Downham Parish Council.
- 4/17 PUBLIC FORUM** – No comments
- 5/17 TO APPOINT REPRESENTATIVES ON THE FOLLOWING BODIES:**  
**Resolved that the Parish Council representatives be as follows:**
1. **Book Café Subcommittee (3)** - Cllrs CE Hall, MAC Seidler and GH Taylor
  2. **Downham Parish Conservation Group (1)** - Cllr JW Barker
  3. **Parish Website Working Group (1)** – Robin Pearl with liaison from the Clerk
  4. **Village Hall Committee (1)** – deferred until the council vacancy is filled.
  5. **Downham, Pymoor & Coveney Parish Magazine (1)** – Cllr CE Hall
  6. **Downham Feoffees Representative (1)** – Following the resignation of Linda Joel, it was noted that Cllr Seidler was eligible to fill the vacant position. It was agreed to appoint Cllr MAC Seidler as a Downham Feoffees Parish Council Representative for the remainder of the four-year term expiring May 2019.
- 6/17 TO APPOINT MEMBERS AS THE FOLLOWING:**  
**Resolved that the Parish Council representatives be as follows:**
1. **Staff Appraisal Officer** – Cllr JL Waters
  2. **Lead Child Protection Officer** –Cllr MM Oldfield.
- 7/17 FINANCE**
1. **To review the effectiveness of the system of internal control** – It was proposed by Cllr CE Hall and seconded by Cllr MAC Seidler that the system of internal control be approved. A recorded vote result was as follows: In favour (9) Cllrs JW Barker, CE Hall, RS Martin, MM Oldfield, G Ord, MAC Seidler, BL Taylor, GH Taylor, JL Waters. Against (1) – Cllr KO Winters. **Resolved to approve.**
  2. **To approve Year End Accounts 31 March 2017** – The accounts were presented to the Council. It was proposed by Cllr MM Oldfield and seconded by Cllr G Ord to approve the Accounts 2016/17.  
**Resolved unanimously to approve the accounts for year ending 31 March 2017.**
  3. **To receive and accept the Internal Auditor’s Report 2016/17** - The Internal Auditor’s Report was read to the Council and three matters were brought to its attention.
    1. **General Fund Balance** - The year-end balance of General Fund had continued to grow and is now equivalent to twice the level of annual expenditure. Although this is for two significant capital projects and acceptable, it is suggested that if funding is successful or projects cost less than anticipated, the balances should be considered when setting future precept levels.

2. Role as Internal Auditor - Mrs Wallace felt she should draw attention again to the fact that she has been the internal auditor since September 2002, with her first year being the 2002/3 financial year. Whilst she is more than happy to continue to do so and is still very independent from the Council, with no involvement, she feels it would not be professional of her if she did not raise this matter with the Council. She feels that a fresh pair of eyes would be a good idea. She is happy to be the internal auditor for the 2017/18 financial year, if requested, but feels that after 15 years it should be her last year.
3. Outstanding year end checks - At the time of writing the report, two year end checks were outstanding:
  - (i) To receive confirmation of the year end VAT debtor. HMRC has not yet confirmed the VAT recovered payment. When this supporting documentation has been received, Mrs Wallace will confirm the balance in the account is disclosed correctly.
  - (ii) Similarly, the year end interest statements from the Bank have not yet been received and so it has not been possible for me to confirm the amount of interest earned in the year. Once the annual interest statements are received she will check the correct amount has been disclosed in the accounts.

The Council noted the points of the report and will take them into consideration accordingly. It was proposed by Cllr MAC Seidler and seconded by Cllr GH Taylor.

**Resolved unanimously to accept the Internal Auditor's Report for year ending 31 March 2017.**

4. **To approve Annual Return Section 1 - Annual Governance Statement 2016/17** – The Council formally read and agreed with all the statements.  
**Resolved unanimously that the Chairman and Clerk duly sign Section 1 of the Annual Return Annual Governance Statement 2016/17.**
5. **To approve Annual Return Section 2 - Accounting Statements 2016/17** – The Clerk/RFO had completed and signed section 2 on 21/04/17. Following approval of the Year-end Accounts 2016/17, the figures in Section 2 of the Annual Return were reviewed and approved by the Council. It was proposed by Cllr CE Hall and seconded by Cllr G Ord that the Accounting Statement be approved. A recorded vote result was as follows: In favour (9) Cllrs JW Barker, CE Hall, RS Martin, MM Oldfield, G Ord, MAC Seidler, BL Taylor, GH Taylor, JL Waters. Against (1) – Cllr KO Winters.  
**Resolved to approve the figures in Section 2 - Accounting Statements 2016/17 and that the Chairman duly sign Section 2 of the Annual Return 2017.**

There being no further business, the meeting was closed at 7.45 pm.

Signed ..... (Chairman) Date .....