

## **Borrowdale Parish Council**

**MINUTES of the Annual Parish Meeting** held at Borrowdale Institute, Rosthwaite on Wednesday 22<sup>nd</sup> May 2013 at 19:30

**Present:** John Bennett, Andrew Webb, Becx Carter (Clerk), David Hindmarch, Trevor Dowson, Gary Metcalfe, Sam Hicks, Gill Brocklesby, Nigel Dixon, C/cllr Andrew Lysser, Rev Gay Pye, Pete Barron, Neil Dowie, Joe Weir, Gnash Baxter, Jeff Hall

**Apologies for absence:** Mr J Hayton (LDNPA Member), Penny Webb (National Trust)

### **1. Welcome, introductions and apologies for absence**

JB welcomed everyone to the AGM & Annual Meeting of Borrowdale Parish Council. Apologies were received from the above two observers.

### **2. Declarations of Interest**

There were no declarations of personal or prejudicial interests related to the business of the Annual General Meeting

### **3. Election of Chairman & Vice Chairman**

Chairman:

Andrew Webb Proposed by Sam Hicks, Seconded by Gary Metcalfe, Elected by 6 of 6 councillors

Newly elected Chairman Andrew Webb completed the Chairman's Declaration of Office form and this was witnessed by Becx Carter as the Borrowdale Parish Council's Proper Officer.

Vice Chairman:

John Bennett Proposed by Trevor Dowson, Seconded by David Hindmarch, Elected by 6 of 6 councillors

### **4. Declarations of Acceptance of Office for New Councillors**

Gill Brocklesby Proposed by John Bennett, Seconded by Gary Metcalfe Elected by 6 of 6 councillors

Declaration of office & Registration of Financial Interest Forms were completed by Gill Brocklesby following the meeting, and witnessed by Becx Carter as the Borrowdale Parish Council's Proper Officer

Following the elections of the new councillor/s as detailed above there remains 1 more vacancy on the Borrowdale Parish Council.

**Action Point:** BC to meet with Gill to organise an introduction to Borrowdale Parish Council

### **5. Minutes.**

All members had received a copy of the Minutes from the Annual Meeting held on Wednesday 30<sup>th</sup> May 2012.

**Resolved :** that the minutes of the Annual Parish meeting held on 30<sup>th</sup> May 2012 were confirmed as a true and accurate record and were signed as such by the Chairman.

### **6. Chairman's report for 2012/13**

(John Bennett) delivered his annual chairman's report; a copy is attached as an appendix to these minutes.

**Resolved:** Clerk to send letters of thanks from Borrowdale Parish Council to Billy Bland, and outgoing councillor Ron Munby.

**Action Point:** BC to action

### **7. Parish Council Accounts**

**Finalised Accounts for 11/12** were accepted as true & correct by all parish councillors present (7) and were signed as such by the chairman.

**Provisional Accounts for 12/13** were accepted by all parish councillors present (7)

## 8. **BDO Annual Review**

### **Audit 11/12**

The Audit Commission has approved the receipts and payments and the statutory notices had been displayed on the notice boards last year before and after the audit had been approved.

### **Audit 2012/13**

Notices relating to this year's audit will be placed on the notices boards on the 17<sup>th</sup> June as per the timetable set out by BDO Ltd. The notice will be displayed from the 17<sup>th</sup> June- 30<sup>th</sup> June and the records will be available for public viewing from the 1<sup>st</sup> July 2013-26<sup>th</sup> July 2013.

### **Section 1-Accounting Statements**

**Resolved:** All statements made in Section 1 of the Annual return for year ending 31<sup>st</sup> March 2013 were accepted as correct by all councillors present at the meeting;

**Section 2- Annual Governance Statement-** It is necessary to minute the specific answers to all statements in section 2, unless otherwise specified all the below were approved by all Councillors in attendance (7):

1. We approve the accounting statements prepared in accordance with the requirements of the Accounts & Audit Regulations & proper practices- **YES- Resolved: Approved**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness- **Yes- Resolved: Approved**
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances- **Yes- Resolved: Approved**
4. We provide proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts & Audit Regulations- **Resolved: Approved**
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required- **Resolved: Approved**
6. We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records & control systems- **Resolved: Approved**
7. We took appropriate action on all matters raised in reports from internal & external audit- **Resolved: Approved**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate included them in the accounting statements- **Resolved: Approved**
9. Trust funds (including charitable)- in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. **Resolved: Non Applicable.**

### **Section 4- Internal Audit Report 12/13**

An internal audit for Borrowdale Parish Council had been undertaken by Ms J Knights, and no significant issues were identified.

The internal audit did identify one issue of concern- that the level of the council's reserves are low, which may cause difficulty in managing the financial element of the council projects in the future. The internal auditor recommended that Borrowdale Parish Council work towards achieving cash reserves of not less than £1000.

**Resolved: That Borrowdale Parish Council work to achieve cash reserves of not less than £1000 during the next two precept financial years (13/14 & 14/15)**

Some further observations were also provided by the Internal Auditor in a document that was circulated to all parish councillors.

**Resolved: That the observations of the Internal Auditor be adopted and work to commence on actioning them over the next 6-9months.**

One of the observations from the Internal Auditor was that there was no minute regarding the signing of the current Clerk's contract.

**Resolved: That the Clerks Contract was signed on behalf of the Borrowdale Parish Council by John Bennett on the 15<sup>th</sup> February 2012**

#### **9. Approval of Meeting Calendar for 13/14**

**Resolved: That the meeting calendar for 13/14 is as follows:**

Wednesday 31<sup>st</sup> July 2013- 7:30pm Borrowdale Institute  
Wednesday 25<sup>th</sup> September 2013- 7:30pm Borrowdale Institute  
Wednesday 27<sup>th</sup> November 2013- 7:30pm Borrowdale Institute  
Wednesday 29<sup>th</sup> January 2014- 7:30pm Borrowdale Institute  
Wednesday 26<sup>th</sup> March 2014- 7:30pm Borrowdale Institute  
Wednesday 21<sup>st</sup> May 2014- 7:30pm Borrowdale Institute

#### **10. Questions and open discussion**

An advert for these meetings had been placed in the Keswick Reminder and notices were placed on all the Parish Council notice boards at the beginning of May. 5 members of the public attended

The public raised no questions during the Annual General Meeting. Police Matters were raised as part of the standard bi-monthly parish meeting, which followed the AGM.

The Annual Parish Meeting closed at 19:45



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