

KEYINGHAM PARISH COUNCIL

Chairman Cllr D Clark
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Keyingham
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Clerk Julia Billaney
Saxby Cottage
Ottringham
HU12 0AL
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Minutes of the Annual Parish Meeting held in the Village Hall on Wednesday 19th May 2021.

Present:

Cllr D. Clark
Cllr J. Clark
Cllr J. Duncan
Cllr J. Lee
Cllr R. Lawton
Cllr L. Maxwell
Cllr M. Smith
Cllr R. Thompson
Cllr M. Ward

1. **Election of Chair:** Cllr. David Clark was elected as Chairman.
2. **Election of Vice-Chair:** Cllr. Melvyn Smith was elected as Vice-Chairman.
3. **Apologies for absence**

Cllr D. Dooley
Cllr M. Sigston

4. Declaration of Interests

- a) to record declarations of interest in respect of agenda items listed below
- b) to note dispensations given in respect of agenda items listed below

Declarations and dispensations were recorded as follows:

None.

5. Annual Appointments, to confirm:

(i) Appointment of Auditors:

It was resolved to retain '360 Audit Solutions' as Internal Auditors for 2021-22.

(ii) Memberships:

It was **resolved** to support continued membership of ERNLLCA.

It was **resolved** to support continued membership for the Clerk of Society of Local Council Clerks.

It was **resolved** to support continued membership of SHAPE.

(iii) Chairs and memberships of sub-committees, roles and responsibilities:

Councillors with particular responsibilities for 2021-22 were recorded as follows:

Boyes Lane Sub-Committee: Cllr. Jed Lee (Chair) Cllr. Ray Lawton, Cllr David Dooley, Cllr. Melvyn Smith, Cllr. Mark Ward.

Planning Sub-Committee: Cllr. Jed Lee, Cllr. David Clark

Maritt Ombler Foundation (Parish Council nominated Trustees) Cllr. Ray Lawton, Cllr. Ray Thompson, Cllr. Mark Ward.

Village Institute Cllr. Jed Lee (Chair) Cllr. Ray Lawton, Cllr. David Clark.

Cemetery, Churchyard & War Memorial Cllr. Ray Thompson Cllr. Ray Lawton.

Amenity Areas: Cllr David Clark, Cllr. Ray Lawton, Cllr. Jed Lee.

Streets & Verges Cllr. June Clark, Cllr. David Clark.

Flag Person: Cllr. Lesley Maxwell.

Police Liaison: Cllr. John Duncan.

Allotments: Cllr. Ray Lawton, Cllr. Lesley Maxwell.

Defibrillators: Cllr. John Duncan

Public Information: Clerk & Cllr. Melvyn Smith.

ERNLLCA: Clerk & Cllr Ray Thompson.

6. Review of the Register of Assets:

Members noted that there had been two recent additions to the register and no disposals since the last review. It was **resolved** to publish the register in full on the website.

7. Review of the Standing Orders:

It was noted that a new format for the standing orders had recently been published by NALC.

Keyingham Parish Council will be adopting Standing Orders following formal approval at the meeting in July 2021.

8. Consideration of the Internal Auditors Annual Report.

Members noted the contentment of the Auditors Report which indicated appropriate financial controls and practices had been followed throughout the year and that the statutory reserve had been maintained as required. It was noted that formal sign-off by Council of the Annual Governance & Accountability Review (AGAR) would take place under item 5(i) of the meeting of Keyingham Parish Council (which would run concurrently with the AGM)

9. AOB. – None.

10. Date of next meeting: May 2022 (day and time to be confirmed).