



# Stroud Parish Council

## **The Annual General Meeting of Stroud Parish Council held at Steep Village Hall on Monday 27<sup>th</sup> of May 2013 at 7.30pm.**

**Present:** Cllr D McKinney, Cllr A Burges, Cllr C Snow, & Cllr F Rogers.

**Also in attendance:** District Cllr Nick Drew, Mrs M Snow (Clerk & RFO) & no members of the public were in attendance.

**1.01.14 Welcome & Apologies.** Cllr McKinney the Chairman welcomed the Councillors to the AGM and announced the following apologies; Cllr J Edbrooke, County Cllr V Clarke.

### **2.01.14 Election of Chairman.**

- a) Cllr McKinney agreed to stand as Chairman, all agreed and proposed by Cllr Snow seconded by Cllr Rogers.
- b) Cllr David Mckinney duly signed the declaration of office.

### **3.01.14 Election of Vice-Chairman.**

- a) Cllr Burges agreed to stand as Vice-Chairman proposed by Cllr Rogers and this was seconded by Cllr Snow.
- b) Cllr Alan Burges duly signed the declaration of office.

### **4.01.14 Minutes.**

- a) Minutes of the Annual General Meeting held on the 20<sup>th</sup> of May 2013 previously circulated were agreed and signed.
- b) There were no matters arising from the above minutes.

### **5.01.14 Adoption of the Accounts for year 2013/2014.**

The Responsible Financial Officer (RFO) explained that the accounts and the internal audit had been completed. The accounts were completed in a paper cash book as well as an electronic cash book this year. Cllr McKinney is to check off the council's finances as per the Statement of Internal control in the coming week. However he had received draft copies of the completed cash book and draft accounts prior to the internal audit. The internal auditor's report is attached (see appendix a). The Chairman and the RFO are to address the issues raised in the report. The external audit forms was signed and **it was resolved** that the Accounts for the year 2013/2014 were adopted as correct.

### **6.01.14 Approval of the Financial Risk Assessment and Statement of internal Control for the coming year 2014/2015.**

The template of a financial risk assessment had not yet been received from BDO the external auditor. The Financial Risk Assessment would be adopted at the next meeting. The statement of internal control had a minor change, so that payments could be made by electronic transfer

using Unity Trust's Dual authorisation payment system. **It was resolved** that the Statement of Internal Control was adopted and signed.

**7.01.14 Review of Standing Orders and Financial Regulations.**

It was resolved that the Standing Orders and Financial Regulations did not require updating at this time.

**8.01.14 Meeting Dates for the coming year 2014/15.**

**It was resolved** that the meetings would continue to be held on the first Tuesday in the month. The meetings are to be held in the months of May, July, September, November, January and March. The Annual parish Meeting is to be held on the 7<sup>th</sup> of April 2015.

**9.01.14 Councillors Responsibilities.**

The following councillors agreed to accept responsibility for the following areas:

Planning Committee Chairman – Cllr A Burges  
Footpaths –Cllr F Rogers  
Recreation Ground – Cllr C Snow  
Tree Warden – Cllr J Edbrooke  
Village Hall Representative– Cllr D McKinney  
Local Authority School Governor Representative – Cllr A Burges  
Community Forum – Cllr C Snow  
Parish Plan Councillor – Cllr D McKinney  
Bus Shelters – Cllr A Burges  
Communications – Vacant  
(Newsletters & Website)

Meeting Ended: 7.55pm

Signed Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk – M Snow