

OXBOROUGH PARISH COUNCIL

2024/1
MINUTES

AGM held at the Village Hall, Oxborough
Wednesday 10 May 2023, starting at 7pm

PRESENT:	David Hotchkin	Chair
	Simon Willies	Vice Chair
	Graham Allison	Councillor
	Martyn Cockerill	Councillor
	Jackie Lambert	Councillor

14 Members of the Public

Before the meeting began, Cllr Willies issued the usual reminder for everyone to keep comments relevant and be respectful of those in attendance. And following the Parish Council Elections the previous week, he welcomed Cllr Martyn Cockerill to the council and welcomed back Cllr David Hotchkin.

Open Forum (questions regarding the Agenda)

Mr. Andrew Le Clercq congratulated all councillors on their election to the Parish Council.

1. Election of Chair and Declaration of Acceptance of Office

The Clerk asked for nominations for Chair. Cllr Lambert nominated Cllr Hotchkin, which was seconded by Cllr Willies. There was no other nomination, and the clerk asked for a show of hands - 4 in favour and 1 against. Cllr Hotchkin accepted and signed the declaration of acceptance of office form.

2. Election of Vice-Chair and Declaration of Acceptance of Office

The Chair thanked all present for taking the time to vote in the Parish Council Elections, and congratulated Cllr Lambert on her landslide win. Asking for nominations for Vice Chair, he nominated Cllr Allison but there was no second. So he asked for further nomination and Cllr Cockerill nominated Cllr Willies, seconded by Cllr Lambert. There were no other nominations and Cllr Willies accepted and signed the declaration of acceptance of office form.

3. Apologies for absence

Breckland Council Cllr Ian Sherwood extended his apologies due to a prior commitment. The Chair suggested that NCC Cllr Fabian Eagle had a similar reason for being absent.

4. Declarations of Interest

None.

5. Declarations of recording and social media use

None, but the Chair advised all present that this should be carried out openly, whilst taking due consideration of any vulnerable persons.

6. To approve the Minutes of the Annual General Meeting held 18 May 2022

These Minutes had already been approved at the meeting held 13 July 2022 (as part of the Ordinary Minutes dated 15-5-2022).

7. Matters arising

The matters arising had been dealt with at the meeting held 13 July 2022.

8. Accounts

a. To receive, consider and approve Year End Accounts for y/e 31.03.2023

The clerk asked the councillors to review the accounts. There were no questions, Cllr Willies proposed they should be accepted, seconded by Cllr Cockerill, all in favour. The Chair signed the account reconciliation.

b. To receive and review Internal Auditor report on 2022/23 accounts

This had been completed by Mr. Michael Craig on 5-5-2023. The Chair proposed that this should be accepted, seconded by Cllr Lambert, all in favour. The Chair thanked Mr. Craig for carrying out the audit once again.

c. To review and approve the 2022/23 /Section 1 Annual Return Governance Statement.

The clerk read out the statements. The Chair observed that there had been no changes from the previous year. Cllr Willies proposed that this should be accepted, seconded by Cllr Lambert, all in favour. The Chair and the clerk signed.

d. To review and approve the 2022/23 Section 2 Accounting Statements.

The clerk asked the Councillors to consider the statements (alongside the year end reconciliation) which she had prepared and signed 5-5-2023. There were no questions and Cllr Hotchkin proposed that this should be accepted, seconded by Cllr Willies, all in favour: the Chair signed.

e. To complete the Certificate of Exemption page 3 and return a copy of it to the external auditor either by email or by post (not both) no later than 30 June 2023.

The clerk had prepared this, as the annual gross income and gross expenditure were both below the threshold of £25000 plus the criteria required for exemption were fully met. The entire Annual Governance and Accountability Return, analysis of variances, bank reconciliation and a completed Notice of exercise of public rights will be displayed on the PC website before 1 July 2023. Cllr Hotchkin proposed this should be signed, seconded by Cllr Willies, all in favour. The Chair and the clerk signed.

9. Appointment of Auditors (PKF Littlejohn LLP)

Cllr Hotchkin proposed the appointment, seconded by Cllr Lambert, all in favour.

10. Questions from the Public

None

The meeting closed at 7.27pm and the Chair advised all present that there would be a few minutes break before the Ordinary Meeting