

**21 May 2018 – Annual Meeting of the Parish Council**  
**CROSBY RAVENSWORTH PARISH COUNCIL – WORKING FOR THE COMMUNITY**

[www.crosbyravensworthparish.org.uk](http://www.crosbyravensworthparish.org.uk)

Clerk to the Council: Christian Barnes, West House, Tenter Row, Crosby Ravensworth, Penrith, Cumbria, CA10 3HY. t. 07584 251 448, e. [clerk@crosbyravensworthparish.org.uk](mailto:clerk@crosbyravensworthparish.org.uk).

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- Present Councillors: Cllr D Graham, Cllr. J Raine, Cllr D Hewitt, Cllr V Holroyd, Cllr A Beatham, Cllr A Robinson, Cllr M Archer, Mr C Barnes (Clerk).
- Apols Cllr Hughes.
- 001/18 David Graham was elected as **Chairman** unopposed. (1<sup>st</sup> MA, 2<sup>nd</sup> VH.)
- 002/18 The Chairman signed the '**Declaration of Acceptance of Office**'
- 003/18 Joan Raine was elected unopposed as **Vice Chairman**. (1<sup>st</sup> DG, 2<sup>nd</sup> AR.)
- 004/18 **Declarations of Pecuniary Interest.** Councillors were reminded that it was their responsibility to keep their declarations of Pecuniary Interest up-to-date. Please notify the Clerk of any changes.
- 005/18 The Clerk granted all councillors a **dispensation** to set a precept for the year 2019/20 on the basis that councillors had a duty to do so.
- 006/18 The Chairman was authorised to sign the **minutes** of the meeting held on the 22<sup>nd</sup> May 2017 as a true record.
- 007/18 Outside Bodies. Cllr Robinson would continue as representative to **MMVI**. Cllr Holroyd would continue as a representative to **CRVH**.
- 008/18 The **Internal Auditor's** report was received and approved. Advice regarding the completion of the Annual Governance and Accountability Return, the use of email documentation of expenditure to form an underlying record and the presentation of 'in house' transfers and the use of screenshot to record transactions were noted.
- 009/18 The **Internal Auditor's** report on the Annual Governance and Accountability Return was noted and all items were answered in the affirmative.
- 010/18 Appointment of **Internal Auditor** for the year 2018 2019. The council had found a potential new internal auditor. The clerk would make further enquiries and report back. The current auditor John Bevan had agreed to take the role on after the withdrawal of the auditor appointed last year on the understanding that a replacement would be found. He was sincerely thanked for the excellent service he

had delivered.

- 011/18 The list of '**All items of expenditure**' was approved for publication.
- 012/18 The **Whole Year Bank Reconciliation** was approved with a closing balance of £27,134.45
- 013/18 The **Final Year End Budget Monitor** was approved.
- 014/18 **The Annual Governance Statement** was read out and each answer given in the positive. The return was signed in the meeting by the Chairman.
- 015/18 **The Annual Accounting Statement** was approved and signed in the meeting by the Chairman.
- 017/18 **The Certificate of Exemption from Audit** was approved and signed in the meeting by the Chairman and Clerk/RFO.
- 018/18 The Clerk was authorised to advertise the dates for public **inspection of the accounts** in the approved manner 4 June to 13 July 2018.
- 019/18 The continuing appointment of Cllr Raine to **verify the bank reconciliations** was approved.
- 020/18 A **schedule of meetings** that retained the structure of meeting on the first Monday of the month would be published in due course on the website.

<ends 20:15>