

**Mappleton Parish Council**  
**Annual Meeting of the Parish Council**

**Minutes**

**Thursday 5<sup>th</sup> May 2022 at 7.00pm**

**St Mary's Church, Mappleton**

**In Attendance:**

Cllr Julia Washer, Cllr Wendy Astill, Cllr Lesley Marsh

**1/22/AMPC Chair's Report**

Cllr Washer read out their report to the Annual Meeting of the Parish Council. See attached document – Chair's Report 5<sup>th</sup> May 2022.

**2/22/AMPC Election of Chair**

Cllr Astill proposed Cllr Washer, this was seconded by Cllr Washer. Cllr Washer accepted and signed their acceptance of office

Cllr Washer expressed the Parish Council's condolences for the death of Joan Duckmanton, who was a Parish Cllr for many years.

**3/22/AMPC Election of Vice Chair**

Cllrs declined to elect a Vice-Chair.

**4/22/AMPC Auditor's Report 2021 - 2022**

Cllrs were given a copy of the Internal Audit Report and the Annual Return to read. The Internal Audit was conducted by Gillian Turner of Gillian Turner Accountancy Services. Cllrs had no comments or queries.

**5/22/AMPC Certificate of Exemption - Annual Return 2021 - 2022**

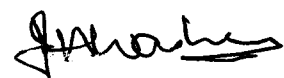
The Clerk read out the Certificate of Exemption. Cllrs approved signature of the Certificate by the Chair and Clerk. The Clerk, Fiona Raistrick, and the Chair, Cllr Washer, signed the Certificate of Exemption.

*Action: Clerk to send Certificate of Exemption to PKF Littlejohn*

**6/22/AMPC Annual Return 2021 - 2022 - Section 1 - Annual Governance Statements**

Cllrs read through the Section 1, the Annual Governance statement and were in agreement that the statement was correct and approved signing of Section 1 by the Chair and Clerk.

**7/22/AMPC Annual Return 2020 - 2021 - Section 2 - Accounting Statements**

  
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Cllrs read through Section 2, the Accounting Statements, and were in agreement that the statement was correct and approved signing of Section 2 by the Chair and Clerk.

### **8/22/AMPC Discussion & Approval of Statutory Documents**

The Standing Orders, Financial Regulations and the Asset Register were sent round to Cllrs with the Agenda, prior to the meeting.

- **Standing Orders 2022 - 2023**  
Cllrs approved the Standing Orders.
- **Financial Regulations 2022 – 2023**  
Cllrs approved the Financial Regulations.
- **Fixed Asset Register**  
All items are covered under street furniture on the Insurance Policy.
- **Risk Assessment**  
Cllrs approved the Risk Assessment.

### **9/22/AMPC Annual Insurance Cover 2022 - 2023**

The Parish Council is entering the second year of a three year deal offered by Zurich Insurance at a cost of £159.59 for this year, including tax.


*Action: Clerk to add the certificate of Public Liability to the website*

### **10/22/AMPC Meeting Dates 2022 – 2023**

Cllrs approved the provisional meeting dates provided by the Clerk.

*Action: Clerk to add to the Parish Council website*

**Meeting ended: 7:20pm**

  
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