

# Little Bardfield Parish Council



[www.littlebardfieldparish.org.uk](http://www.littlebardfieldparish.org.uk)  
**Annual Meeting of the Parish Council**  
Wednesday 11<sup>th</sup> May 2022  
7.00pm  
**Cricket Pavilion Little Bardfield**  
**MINUTES OF MEETING**

Present: Cllr Andrew Davies, Cllr Terry Cutmore, Cllr Colin Simpson, Cllr Jan Warren, Cllr Juliet O'Brien  
Cllr George Smith (District Councillor), Liz Williamson (Parish Clerk), Tim Carter (Member of the Public)

1. Apologies for Absence  
County Councillor Cllr Martin Foley sent his apologies
2. Declarations of Interest  
None
3. The Minutes of the Meeting of May 2021 to be approved  
Minutes were agreed and signed by Cllr Davies.
4. Matters Arising from the Minutes  
There were no matters raised.
5. Election of Chairman – Acceptance of Office as Chairman  
It was proposed by Cllr Simpson that Cllr Davies should continue as the role of Chairman. This was seconded by Cllr Warren. Cllr Davies accepted the role and will continue as Chair of the Parish Council.
6. Election of Vice Chair  
It was proposed by Cllr Davies that Cllr Simpson would take on the role of Vice Chair as Cllr Cutmore has stepped down from his current role as Vice Chair. This was seconded by Cllr Warren. Cllr Simpson accepted the role.
7. Review of Asset Register  
The Register is to be updated to include the cost of the newly purchased laptop used by the Clerk.
8. Review of Risk Assessment  
The Risk Assessment has been reviewed and it was agreed that no updates were required. This was agreed by Cllr Davies, Cllr Cutmore and Cllr Simpson.
9. Review of Standing Orders  
A review of the Standing Orders had been undertaken and agreed that no changes are required. An up-to-date version of the Standing Orders will be published on the website. This was agreed by Cllr Davies, Cllr Cutmore and Cllr Simpson.
10. Review of Financial Regulations  
A review of the Financial Regulations has been undertaken and agreed that no changes are required. This was agreed by Cllr Davies, Cllr Cutmore and Cllr Simpson.
11. Acceptance of End of Year Accounts – Treasurers Account and Community Account  
The amount of money held in the accounts at the end of the financial year

Treasurers Account - £11496.12

Community Account - £12788.38

Cllr Davies proposed the acceptance of the end of year accounts and Cllr Simpson seconded this proposal. The accounts will be published on the website.

12. To note the Annual Internal Audit Report – To Approve the Annual Governance Statement

This item is to be discussed at a later meeting due to the Auditors report not yet being finalised

13. AGAR Part 2 Section 1 – Annual Governance Statement

This item is to be discussed at a later meeting due to the Auditor not yet signing off the accounts.

14. AGAR Part 2 Section 2 – Annual Accounting Statement

This item is to be discussed at a later meeting due to the Auditor not yet signing off the accounts

Meeting Closed at 7.13pm