**Crawley Parish Council**

**Minutes of Annual Meeting of the Parish Council**

 **held at 7.00pm on 11th May 2022**

1. Present: Colin Dingwall, Mark McCappin, Tony Connell, Graham Howkins, Sheena Derry, Gill Hill, Liam Walker
2. Apologies: Sue Bremner-Milne
3. Declarations: None
4. Election of Chair. CD was happy to stand for another year and no other names came forward. CD stood down. MM proposed re-election of CD, and GH seconded. CD was elected as Chair for 2022/23.
5. Minutes. The Minutes of the meeting held on 23rd March 2022 were approved.
6. Treasurer’s Report and approval of the Year End Accounts (2021-22). SB-M was unable to attend but had circulated relevant documents to the councillors beforehand and provided SD with the forms for the Annual Governance and Accountability Return for 2021/22 which needed to be completed at the meeting.
	1. Certificate of Exemption. The PC is required to formally agree that the parish is exempt from external audit on the grounds that neither our income or expenditure exceeded £25,000 last year, and we are not subject to any concerns regarding our financial conduct. Proposed by SD, Seconded by MM. Signed by CD.
	2. Annual Internal Audit Report. This was undertaken by Jane Harris on 3rd May, and certified that we met all applicable internal audit control objectives. The outstanding item from last year’s comments to explore reclaiming VAT has been reviewed and the councillors agreed that SB-M should start the process for the new financial year.
	3. Annual Governance Statement and Accounting Statements. SB-M noted that she has changed the basis of our year-end accounts from “Receipts and Payments” to “Income and Expenditure”. The previous method had reported on monies going into and out of our accounts during the year irrespective of the year to which they belong, whereas the new method puts all income and expenditure in the year to which it belongs. Changing the reporting method requires that the previous year’s figures are “restated” using the new method. The PC approved the Annual Governance Statement and the Accounting Statements. Signed by CD and SD. SBM to return forms.
	4. A summary of all receipts and payments for the 2021-22 financial year, and a bank reconciliation statement were also presented. The Asset Register is unchanged from last year.
7. Matters Arising.
	1. A new quote of £900 + VAT has been received for cleaning the war memorial to include deep clean of plinths and base only, and re-lettering. This was approved.
	2. The Risk Assessment has been returned to WODC. Procedural Risks will need to be reviewed pending adoption of new standing orders.
8. Future Dates. It was agreed to continue with meetings on the 4th Wednesday of every other month, at 7.30pm.

July 27th 2022; September 28th 2022; November 23rd 2022; January 25th 2023; March 22nd 2023