**Crawley Parish Council**

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

 **held at 7.30pm on 17th May 2022**

1. Present: Cllrs Colin Dingwall, Mark McCappin, Tony Connell, Graham Howkins, Heather Northam; Sue Bremner-Milne (Treasurer); Sheena Derry (Secretary); Liam Walker (OCC and WODC); Parishioners Jo Butler-Parker, Jill and Richard Kerr, Lewis Ross, Keith Harris, Philippa Helyar
2. Apologies: None
3. Declarations of interest: None
4. Election of Chair. HN was happy to stand as Chair and CD stood down. CD proposed HN and MM seconded. HN was elected as Chair for 2023-24.
5. Minutes. It was noted that there were no objections or questions relating to the Minutes of the meeting held on 22nd March 2023 and these will be formally approved at the next parish council meeting in July.
6. Treasurer’s Report and approval of the Year End Accounts (2022-23). SB-M had circulated relevant draft documents to the councillors beforehand.
	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 CD, seconded by MM. Signed by HN.
	2. Annual Internal Audit Report. This was undertaken by Jane Harris and certified that we met all applicable internal audit control objectives.
	3. Annual Governance Statement and Accounting Statements. A minor change is required to the Bank Reconciliation Statement, which SB-M and HN will discuss and send to councillors for comment. This does not affect the overall financial position. Councillors voted to approve the accounts subject to the small amendments.
	4. A summary of financial activity for the 2022-23 financial year, compared with the summary for 2021-22 was also circulated before the meeting. The Asset Register is unchanged from last year other than the addition of litter pick bin bag hoops at the net cost of £66.

SB-M will submit relevant documents to WODC before 30th June 2023.

1. Matters Arising – none.
2. Future Dates. It was agreed to continue with meetings on the 4th Wednesday of every other month, at 7.30pm.

July 26th 2023; September 27th 2023; November 22nd 2023; January 24th 2024; March 27th 2024