

Minutes of the Annual General Meeting of Zeals Parish Council held on 18 May 2021

1 In attendance: Cllr Spencer (Chair), Cllr Corbin, Cllr d'Ambrumenil and Cllr Gray. Also G Edgar (Clerk), Ms Moodie and Mr Poynton (Village Hall Management) and County Cllr Jeans. N.B. Attendance limited owing to restrictions caused by the pandemic.

2 Apologies: Received from Cllr Gibbons and Cllr Hole-Jones

3 Declarations of any interest: None relevant to this meeting.

4 Approval of the 2019 Agenda minutes: (n.b. 2020 AGM cancelled due to lockdown regulations) Cllr Spencer proposed that the minutes were a true and accurate record, and Cllr Corbin seconded. All were in agreement.

5 Election of officials for the financial year 2021 -2022: Cllr Spencer was elected Chairman (proposed by Cllr d'Ambrumenil and seconded by Cllr Corbin), and all were in agreement. Cllr Gibbons was elected Vice-Chairman (Cllr Spencer proposed and Cllr Corbin seconded and all were in support). Cllr Hole-Jones was elected to be Chair of Planning (proposed by Cllr Corbin and seconded by Cllr d'Ambrumenil, and all were in agreement). Subsequently acceptance forms and code of conduct forms were signed by all elected to the parish council and the forms were duly counter-signed by the Clerk.

6 Election expenses: All elected councillors were asked by the Returning Officer at Wiltshire Council to complete the election expenses forms even if there were none had been incurred. Cllrs duly completed these forms and returned them to the Clerk for distribution to Wiltshire Council.

7 Financial Report from the Clerk/Responsible Financial Officer:

a) All the relevant forms and statistics showing the chronological summary of payments made and sums received had been distributed to cllrs in good time before the meeting. Meanwhile the accounts had been audited and officially confirmed to be a true and accurate record by an Independent Auditor before the meeting. The Clerk explained how the balances reconciled with the Cash Book for the year. Cllr Spencer proposed that the accounts for the past financial year should be accepted as a true record of the parish council's finances, Cllr Corbin seconded and all were in agreement.

b) Completing the forms associated with the Annual Governance and Accounting Review: Cllr Spencer as Chairman, and the Clerk as the Responsible Financial Officer, duly completed the official signing of all the relevant sections on the AGAR forms, including those for public display on the boards and on [www. hugofox.com/community/zeals-parish-council-10408/about-us](http://www.hugofox.com/community/zeals-parish-council-10408/about-us) website, and also on the Exemption Certificate that needs to be sent to the External Auditors (having been discussed and approved by all at the March outdoor meeting of councillors).

8 Co-opted councillor vacancy on the parish council: Two residents had written to ask to be considered for the vacancy. Following a short discussion and the vote that ensued, the Clerk was asked to e.mail the successful applicant firstly to ensure that they would accept any formal written offer made to them at the next meeting. Once a reply had been received, the Clerk would then write immediately to the unsuccessful candidate.

There being no other business the Chairman closed the meeting at 7.45 pm.

Signed:Chairman. Date: