



Draft Minutes Annual General Meeting 2024
Thursday 9th May 2024 at Leysdown Village Hall 6pm Start

Present: Cllr Martin (chair), Cllr Partis, Cllr Brennan, Clerk

Members of the Public: 5

18:00 Meeting Starts

AGM24/01 Welcome and Apologies: Apologies received from Cllr Probets and Cllr Whiting

AGM24/02 Election of Chairperson: Cllr Partis proposes Cllr Martin as chair. Cllr Brennan seconds. Carried.

AGM24/03 Election of Vice Chairperson: Cllr Martin proposes Cllr Partis, Cllr Brennan seconds. Carried.

AGM24/04 Declaration of Interests: All present councillors sign notices of unchanged interests. Cllr Probets to be emailed form to return to clerk. Clerk to send to SBC.

AGM24/05 Approval of last AGM minutes: Proposed by Cllr Martin, Second Cllr Brennan. All agree.

AGM24/06 Finance: Internal Audit – been completed by Lionel Robbins

AGAR- nearly completed, to be sent to all Cllrs before next meeting for signing off.

Signatories/Mandate- Cllr Martin and Cllr Partis are on mandate. Cllr Brennan and Cllr Probets to be added. Anyone else remaining on mandate to be removed. Cllr Martin proposes. Cllr Partis seconds. All agree. Cllr Martin to arrange.

Recurring Payments- BT, Bank Charges, HMRC, Clerk Wages.

Financial Risk Assessment – Clerk has composed a financial risk assessment as advised by internal audit. Cllr Martin proposes. Cllr Partis seconds. All agree. To be published on website.

List of Assets- Clerk has composed list of assets as should be published on website. Cllr check list and agree correct. Clerk to find values and bring to meeting when completing AGAR.

AGM24/07 Review of Standing Orders: To be updated with new meeting details if approved at ordinary meeting. Cllr Martin proposes. Cllr Partis second. All agree.

AGM24/08 Provisional date of next AGM: Cllr Martin proposes 14/5/25 @ 7pm. Cllr Partis seconds. All agree.

Close of AGM 18:27

Signed: