

Yapham cum Meltonby Parish Council [www.yaphamcummeltonby.co.uk](http://www.yaphamcummeltonby.co.uk)

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**Annual Meeting of the Parish - MINUTES**

Minutes of the Annual meeting of the Parish for Yapham cum Meltonby Parish Council

on 13th May 2025 in Yapham Village Hall at 6.45PM

1. Present: Cllr Arnold, Cllr Bradley, Cllr L Hammond, Cllr M Hammond, Clerk and prospective Cllr Anna Hallam. Apologies were received from Reverend Mark Poole.
2. **Agreed**: Co-option of two councillors, as agreed in the March and April meetings: The Reverend Mark Poole and Anna Hallam were officially coopted and welcomed as members of the PC.
3. **Agreed**: Election of the YCM Chair for the forthcoming year: Cllr Arnold made his Declaration of Acceptance as Chair. Proposed by outgoing chair Cllr Bradley and seconded by Cllr L Hammond. Council thanked Cllr Bradley for her ten years of service as Chair. She has decided to remain as a councillor but stand down as Chair.
4. **Agreed**: Election of the YCM Vice-Chair for the forthcoming year: Cllr Poole confirmed, be email, he was happy to be considered for the position and was voted in as Vice Chair. He will sign the Declaration of Acceptance of Office at the next meeting. Proposed by Cllr L Hammond nad seconded by Cllr Bradley.

5. **Agreed**: Elected Members to represent the PC, for the forthcoming year, on the following:

• Personnel Committee: Cllr Arnold, Cllr Hallam and Cllr L Hammond.

6. Chairman’s Report. Cllr Bradley delivered her final report as Chair: See Appendix

7. **Received:** Yapham cum Meltonby Parish Council Internal Audit Report with Summary of Receipts

and Payments for the year ending 31st March 2025 (council extended thanks to the Internal

auditor)

8. **Agreed - signed by Chair and Clerk:** External Auditor's Certificate of Exemption 2024/2025

9. **Agreed - completed and signed by Chair and Clerk:** Annual Governance Statement 2024/2025

10. **Agreed - signed by Chair and Clerk:** Accounting Statements 2024/2025

11. The dates of the Exercise of Public Rights are 1st July 2025 to 11th August 2025 inclusive: **Noted**

12.  **F**inancial arrangements for the coming year:

a) **Agreed**: The Financial Standing Orders were approved: Proposed by Cllr L

Hammond and seconded by Cllr Hallam

b) **Agreed**: The internal auditor for 2025/2026 will be Emma Fletcher. Proposed by Cllr L

Hammond and seconded by Cllr M Hammond

12a. Provisional date for the next Annual Meeting. Provisionally Tuesday 12th May 2026

Meeting closed at 7:06pm