



Yapham cum Meltonby Parish Council www.yaphamcummeltonby.co.uk

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Annual Meeting of the Parish

**Minutes of the Annual meeting of the Parish for Yapham cum Meltonby Parish Council
on 14th May 2024 in Yapham Village Hall at 6.45PM**

Present: Cllr Arnold, Cllr Bradley (chair), Cllr Thompson and the clerk. No members of the public were present.

1. Apologies were received from Cllr L Hammond and Cllr M Hammond.
2. **Agreed:** Councillor Patricia Bradley was appointed Parish Council Chairman and signed the declaration of acceptance of office. Proposed Cllr Arnold and seconded by Cllr Thompson.
3. **Agreed:** Councillor Philip Arnold was appointed Parish Council Vice-Chairman and signed the declaration of acceptance of office. Proposed by Cllr Bradley and seconded by Cllr Thompson.
4. Members to represent the PC on the following:
 - a)
 - Personnel Committee – **Agreed:** Cllr Arnold (Chair), Cllr Thompson.
 - Neighbourhood Watch – Position still vacant: Provisions are in place to relay news and updates to members of the parish via email and the general community communications.
 - b) Co-option of a sixth and seventh councillor – Council is keen to fill the positions by co-option.
5. Chairman's Report: See appendix
6. **Received:** Yapham cum Meltonby Parish Council Internal Audit Report with Summary of Receipts and Payments for the year ending 31st March 2024 (council extended thanks to the Internal auditor and the clerk)
7. **Agreed - signed by Chair and Clerk:** External Auditor's Certificate of Exemption 2023/2024
8. **Agreed - completed and signed by Chair and Clerk:** Annual Governance Statement 2023/2024
9. **Agreed - signed by Chair and Clerk:** Accounting Statements 2023/2024
10. To note the dates of the Exercise of Public Rights as 3rd June to 12th July 2024 inclusive.
11. **To approve financial arrangements for the coming year:**
 - a) To approve the Financial Standing Orders - **Agreed**
 - b) To appoint an internal auditor - **Agreed:** Emma Fletcher to continue if it is her wish.
11. Provisional date for the next Annual Meeting. Provisionally Tuesday 13th May 2025
Meeting Closed: 7.10PM