BRAITHWELL WITH MICKLEBRING PARISH COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING HELD ON THE 24th JULY 2020
& THE SPECIAL FINANCIAL MEETING ON THE 11TH AUGUST 2020
THE MEETINGS WERE HELD AT THE MASTERS HOUSE, HIGH STREET, BRAITHWELL

Present – Cllr J Parkes (Chair), Cllr Addenbrooke (Vice Chair), Cllr Pawson (Treasurer), Cllr Sharman, Cllr Spencer

Attending – Miss DC Hoyes (Clerk)

The Clerk opened the meeting promptly at 7pm.

Chairman's Opening Statement and Declarations of Interest
Cllr Parkes (Chair) welcomed all of Council and thanked them for their attendance. Cllr Parkes acknowledged that the AGM meeting and the Special Financial meeting minutes could be collated together. Cllr Parkes reminded council that the meetings had to be held separately due to COVID-19 circumstances. No declarations of interest were made.

Election of the Chairman for the forth coming year.
Cllr Parkes (Chair) proposed to stand as Chairman for the forthcoming year, this was seconded by Cllr Addenbrooke

Election of the Vice-chairman for the forth coming year.
Cllr Addenbrooke proposed to stand as Vice Chairman for the forthcoming year, this was seconded by Cllr Sharman

Election of the Treasurer for the forthcoming year.
Cllr Pawson proposed to stand as Treasurer for the forthcoming year, this was seconded by Cllr Parkes (Chair)

To receive any apologies of absence.
No apologies were received.

Approval of minutes of the last annual general meeting.
The minutes of the last annual general meeting were approved and signed as a true and accurate record by Cllr Parkes (Chair)

Annual Accounts and Sign off AGAR 2019/2020
Council all agreed that the AGAR had been fully completed and that the internal audit had also been completed. The AGAR was then signed by Cllr Parkes (Chair) and Miss Hoyes (Clerk). The Clerk then discussed the administrative requirement to complete the submission. The AGAR will be sent to PKF Littlejohn (External Auditors) along with BWMPC's Income & Expenditure 2019/2020 and the Notice of Public Rights August 2020. The Clerk confirmed to Council that there had been a time extension on the submission due to COVID-19. The Clerk also confirmed that all of the above documents would be available to view on the Parish Council website.

With no further business to attend the meeting was called to a close by the Chair at 7.55pm

Signed:..... (Chair)

Date: 19/5/21.....

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