

**North Kyme Parish Council Meeting**  
**AGM Minutes**  
**Wednesday 8th May 2013**

Date: Wednesday 8th May 2013	Venue: Village Hall	Time: 7.00 p.m.
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**Present:** Cllr G Pout   Cllr J Dring   Cllr G Bailey   Cllr R Wright  
Cllr L Mayhew

**In Attendance:**

K Handley: Clerk                      District Councillor Powell

**Parishioners:** 2

**1. Election of Chairman**

Chairman Cllr G Pout stood down and thanked the Parish Council for its support over the last year. The Council officially thanked Cllr G Pout for his hard work. The Clerk asked if Cllr G Pout was willing to stand again. He confirmed he was willing to stand for another year. No other Councillors expressed an interest. Cllr G Pout was proposed by Cllr G Bailey and seconded by Cllr L Mayhew. He duly signed his Declaration of Acceptance.

**2. Apologies:** Cllr G Panton Cllr A Yeomans   District Cllr Ogden

**3. Approval of minutes**

The AGM minutes from 2012 were proposed as a true and accurate record. Proposed by Cllr L Mayhew and seconded by Cllr R Wright.

**4. Election of Vice Chair**

The Chairman asked if there were any other candidates; the clerk informed the Chairman that Cllr G Panton would be willing to continue with this role. No other Councillors expressed an interest. Cllr R Wright proposed that Cllr Panton be re-elected, seconded by Cllr J Dring.

**5. Election RFO**

The Clerk explained that it was usual to appoint the Clerk as RFO. Proposed by Cllr G Bailey and seconded by Cllr L Mayhew.

**6. Position of Clerk**

The Chairman thanked the Clerk for her work over the last year and asked if she were willing to continue with this role. The Clerk confirmed that she was. It was proposed by Cllr L Mayhew that the Clerk continue with her role, seconded by Cllr J Dring.

**7. Financial Report**

Clerk had already presented the report to the last meeting (copy attached).The Council were in good financial health with the Nationwide Deposit account holding £2,054.96 and the Lloyds current account holding £1,177.11. A claim for a VAT refund of £53.04 would be sent to HMRC and the Annual Return would go to the Internal Auditor this week.

**8. Risk Assessment**

**Insurance policy-**The clerk informed the Councillors that the yearly premium was £277. 69. The Councillors discussed some of the assets held by the Council and asked the clerk to check that adequate insurance was held for these items.

**LALC-** subscription due and it was agreed to continue. This was proposed by Cllr L Mayhew and seconded b Cllr R Wright.

K Handley Parish Clerk

The clerk also explained that it would be policy to have a risk assessment policy which outlined how the Council were dealing with any perceived risks.

**9. Asset Register**

This has been complied and the clerk distributed a copy. The clerk was asked to check with the Insurance Company regarding the land owned by the Council-how would this be insured?

**10. Adoption of Standing Orders**

This item was deferred until the next PC meeting.

**11. Date of next AGM**

The meeting was set for Wednesday 14th May 2014 at 7.00 p.m.

**12. Close of meeting**      AGM closed at 7.40 p.m.