**DATE: Monday 17th May 2021**

**TIME: 7.00pm**

**LOCATION: Sharow Village Hall**

**PRESENT: Councillors Kim Dodd (Chairing), Alison da Costa, Ruth Mason**

**CLERK: Nick Reed (minutes)**

**IN ATTENDANCE: Three Members of the Public**

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| **AM21.01** | **Election of a Chairperson**  It was RESOLVED that Cllr Robert Forber be elected as Chair of the Parish Council  *ACTION: Clerk to send Cllr Forber Acceptance of Office papers for signing* |
| **AM21.02** | **Election of a Vice-Chair**  It was RESOLVED that Cllr Dodd be elected as Vice-Chair of the Parish Council, and she duly signed the Acceptance of Office. |
| **AM21.03** | **Apologies**  Apologies were received from Cllr Robert Forber. |
| **AM21.04** | **Minutes of the Annual Parish Council Meeting held on 21st May 2019**  These were AGREED as a true record of the meeting and signed as such. |
| **AM21.05**  **21.51**  **21.52**  **21.53**  **21.54**  **21.55** | **Council documents**  **Standing orders:** It was RESOLVED that these be re-approved and re-adopted.  **Financial regulations:** It was RESOLVED that these be re-approved and re-adopted.  **Asset register:** It was RESOLVED that the updated Register be approved and adopted.  **Code of Conduct:** It was RESOLVED that this be re-approved and re-adopted.  **Risk assessment:** It was RESOLVED that this be re-adopted. |
| **AM21.06**  **21.061**  **21.062**  **21.063**  **21.064** | **Audit matters for the year ended 31st March 2021**  **Certification of exemption.** The council considered the level of activity and internal auditor’s report from 2020-21 and RESOLVED to declare itself exempt from external audit for that financial year.  **Approval of Annual Governance Statement**. This was read and it was RESOLVED to approve the statement as submitted on the Annual Return.  **Approval of annual receipts and payments accounts**. These were considered and it was RESOLVED to approve them.  **Approval of the Statement of Accounts of the Annual Return**. This was considered and it was RESOLVED to approve it. |
| **AM21.07** | **Yorkshire Local Councils Association**  It was RESOLVED to appoint the Clerk and Cllr da Costa as voting representatives to YLCA Branch meetings. |
| **AM21.08** | **Date of 2022 Annual Parish Council meeting**  This was noted as being Monday 16th May 2022. |

The meeting closed at 7.15pm

These minutes were recorded and prepared by Nick Reed, Clerk to the Council