

**MINUTES OF THE ANNUAL MEETING OF SHEPTON MONTAGUE PARISH  
COUNCIL HELD via ZOOM on TUESDAY 8<sup>TH</sup> AUGUST AT 7.50pm**

***Draft minutes for approval at the next meeting.***

**Present:** Paul Williams, Andrew Wiley, Julia Hunter, Robin Bastable (District Councillor) Jay Bunyan (Clerk) and 6 members of the parish)

1. **Apologies for absence:** were received from Oliver Dowding, Richard Reed and Anna Groskop (County Councillor)
2. **Election of Chair** Andrew Wiley explained that he will soon be leaving the area so would stand down as chair. He proposed Paul Williams for this post, this was seconded by Julia Hunter and carried unanimously. AW was thanked for his excellent work as chairman and confirmed that he will remain a councillor until his move. The new Chairman signed the declaration of acceptance of office.
3. **Approve the minutes of the last meeting:** The minutes of the last Parish Council annual meeting were approved as a correct record.
4. **Matters Arising:** none relevant to this meeting
5. **Annual Governance and Accountability Return 2019-20 – Exemption**  
The Certificate of Exemption was duly completed and signed by the Chair and will be signed by the clerk (as Responsible Financial Officer).
6. **Internal Audit, Risk Assessment and approval of Annual Governance Statement**
  - 6.1 **Internal Audit** Council considered the report of the Internal Audit which had been recently carried out by Mary Widger.
  - 6.2 **Risk Assessment** this forms part of the Financial Regulations and was accepted
  - 6.3 **Annual Governance Statement** Council completed the Annual Governance Statement for 2019-20 and this was signed and dated by the Chair. It will be signed by the Clerk.
7. **Approval of Accounting Statement for 2019-20:** Members approved the accounting statement and this was duly signed by the Chair
8. **Fingerpost Restoration Project:** this had been covered in the Chairman's report to the Parish Annual Meeting
9. **Correspondence:** None
10. **a.o.b.**
  1. Sue Hester asked if the next Parish Council meeting would be via Zoom. This was confirmed (18<sup>th</sup> August) and it was agreed that Zoom was an excellent platform for the meetings (Post meeting note : several members of the parish reported that they had been unable to log in to the meeting)

### 11. Open discussion

1. Jay Bunyan announced that the bells at St Peter's would ring for VJ Day (15<sup>th</sup> August) at the nationally agreed time of 11.00. JH asked that this be notified on the website.
2. John Sykes will arrange for a map of stiles, with their identification, to be placed on the website. It was noted that some of the footpath signs had been cleared of ivy etc.
3. JH asked how AW will be replaced as we are between the 4 yearly elections. A member of the parish can be co-opted and there is already a volunteer.

There being no further business the meeting closed at 8.14 pm.

Chairman \_\_\_\_\_ Date \_\_\_\_\_