

**THE MINUTES OF THE ANNUAL MEETING OF
HEADLAND PARISH COUNCIL
HELD ON 19TH MAY 2025**

IN ATTENDANCE

Councillors: S. Gaiety, A. Hay, A. Turner, S. Lee, A. Jackson, M. Jorgeson, S. Moore, A. Muller-Nicholson & A. Smith.

Clerk to the Council: M. Ellett

h25-2601 ELECTION OF CHAIR OF THE COUNCIL

Councillor S. Lee proposed the current Chair to be re-elected. No other nominations were received.

RESOLVED that Councillor Mr S. Gaiety be unanimously elected as Chair of Headland Parish Council for the Municipal Year 2025/26.

h25-2602 TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Mr S. Gaiety accepted his election to Chair; he declared his Acceptance of Office, signed the required form and proceeded to chair the meeting.

RESOLVED the Chair's Declaration of Acceptance of Office be received.

h25-2603 ELECTION OF VICE-CHAIR

Councillor S. Lee was nominated for the position of Vice Chair. No other nominations were received.

RESOLVED Councillor S. Lee be appointed as Vice Chair of Headland Parish Council for the Municipal Year 2025/26.

h25-2604 TO RECEIVE THE VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor S. Lee accepted her election to Vice Chair; she declared her Acceptance of Office and signed the required form.

h25-2605 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor White.

Resignations had been received from Councillors Wright and Wenman.

RESOLVED The resignations from Councillors Wright and Wenman were accepted by members. They were thanked for their contribution to Headland Parish Council.

h25-2606 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

None received.

h25-2607 TO APPOINT MEMBERS TO SERVE ON THE PARISH COMMITTEES

Details of current committees were discussed. Terms of reference to be reviewed at a future meeting.

It was **RESOLVED** that the following members be appointed:

Employment Committee: A. Jackson, S. Gaiety. Another member to be appointed at a later date.

h25-2608 TO CONFIRM MEMBERS' ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL

After discussion, it was **RESOLVED** the Parish Council representatives be appointed as follows:

Audit & Governance: P. Andrews

Economic Growth and Regeneration: S. Lee

Adult & Community Based Services: S. Gaiety

Parish Liaison: S. Gaiety (another member can be nominated to attend in his absence).

Carnival Committee: S. Gaiety (another member can be nominated to attend in his absence)

Wintertide Committee: Any member of the Parish Council can be nominated to attend.

h25-2609 TO ELECT A PRESS REPRESENTATIVE

After discussion, it was **RESOLVED** that Councillor S. Lee be re-elected as Press Representative.

h25-2610 TO APPROVE THE MINUTES OF THE MEETING HELD ON MONDAY, 19TH APRIL 2025

RESOLVED the above minutes be confirmed and approved as a true record.

h25-2611 TO APPOINT AN INTERNAL AUDITOR AND ACCEPT INTERNAL AUDIT REPORT FOR 2024/25.

The Clerk had forwarded the Internal Audit Report for 2024/25 to members prior to the meeting along with a quotation for the financial year ending 31st March 2026.

RESOLVED the Internal Audit Report for 2024/25 is accepted and that Mr David Moore be appointed as Internal Auditor for the Interim and Annual Internal Audit for 2025-26.

h25-2612 APPROVAL OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/25

A copy of the Annual Governance and Accountability Return (AGAR) 2024/25 had been distributed to members prior to the meeting.

Section 1 – Annual Governance Statement 2024/25

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether litigation, liabilities or commitments, events or transactions occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

RESOLVED Section 1 – Annual Governance Statement 2024/25 be approved.

Section 2 – Accounting Statements 2024/25

RESOLVED Section 2 – Accounting Statements 2024/25 be received and approved and approval for Clerk to arrange for the Exercise of Public Rights.

h25-2613 **PUBLIC QUESTIONS**

No public questions.

h25-2614 **DATE AND TIME OF NEXT MEETING**

RESOLVED the next meeting will be held on Monday, 30th June 2025 at 6.45pm in the Croft Room, Borough Building.

CERTIFIED AS A TRUE RECORD

Chair:

Date: