

## Minutes of the Annual Meeting of East Challow Parish Council, Wednesday 11<sup>th</sup> May 2016 at 7.30pm at the Village Hall

Present: Cllr Vanessa Bosley, Cllr Sue Terry, Cllr Frances Webb, Cllr Iris Game

Clerk/Finance Officer: Julia Evans

County and District Councillor:

PCSO:

Members of the Public: Phil Knight (Planning Committee)

155/16	<b>ELECTION OF CHAIRMAN:</b> Cllr Terry proposed Cllr Bosley be appointed to the office of Chairman. Cllr Webb seconded. RESOLVED. Cllr Bosley completed the declaration of acceptance of office of Chairman.	Action
156/16	<b>ELECTION OF VICE-CHAIRMAN:</b> Cllr Terry proposed Cllr Webb be appointed to the office of Vice-Chairman. Cllr Bosley seconded. RESOLVED.	
157/16	<b>REVIEW OF DECLARATIONS OF MEMBERS INTERESTS:</b> It was noted that a Cllr Gill had not yet completed a declaration of members interests form. Clerk to contact Cllr Gill.	Clerk
158/16	<b>APPOINTMENT OF COMMITTEES:</b> Planning Committee – Mr Knight, Cllr Webb, Cllr Bosley, Cllr Game Finance Committee – Cllr Game, Cllr Webb, Cllr Bosley Allotments Committee – Cllr Terry, Mr Terry, Cllr Bosley Street Lighting – Cllr Gill (to be confirmed)	
159/16	<b>REVIEW OF BANK ACCOUNT SIGNATORIES:</b> It was agreed to remove Mr Miller from the Co-Op account and to ask Cllr Gill if she would be prepared to be a signatory.	Clerk
160/16	<b>PRESENTATION OF ANNUAL ACCOUNTS FOR 2015/16:</b> The annual return was presented. Cllr Webb proposed approving the Governance Statement. Cllr Game seconded. RESOLVED. The end of year accounts were presented along with the Audit Report. Cllr Webb proposed approval of the Accounting Statement. Cllr Game seconded. RESOLVED. The meeting reviewed the Internal Audit report. It was agreed that the issues raised would be addressed over the coming months.	
161/16	<b>REVIEW OF ASSET REGISTER</b> This needs work to get it up to date. Clerk to progress. Review carried forward to a future meeting.	Clerk
162/16	<b>REVIEW OF RISK REGISTER</b> The meeting agreed that no changes were required.	
163/16	<b>REVIEW OF INSURANCE POLICY</b> The long term agreement has come to an end. The clerk to obtain three alternative quotes. Cllr Webb proposed approving expenditure of £1150, this being the quote from the current insurer. Cllr Game seconded. RESOLVED. It was agreed that a decision on which quote to accept would be taken by the Finance committee as the renewal date is 1 <sup>st</sup> June, which is before the next meeting.	Clerk/Finance Committee
164/16	<b>REVIEW OF GRANTS POLICY</b> It was agreed that this should be carried forward to a future meeting.	Clerk
165/16	<b>REVIEW OF COMPLAINTS PROCEDURE</b> It was agreed that no changes were required.	
166/16	<b>REVIEW OF PLAYGROUND INSPECTION ROTA</b> The meeting agreed to ask Mr Terry to carry out a monthly playground inspection. Clerk to provide a tick sheet.	Clerk/Mr Terry
167/16	<b>REVIEW OF CONTRACTS AND LEASES:</b> It was agreed to carry this forward to a future meeting.	Clerk
168/16	<b>REVIEW OF BURIAL FEES</b>	

	It was agreed to research fees in surrounding parishes prior to making a decision. Clerk to investigate.	Clerk
169/16	<p><b>COUNCIL MEETING DATES FOR THE NEXT TWELVE MONTHS</b></p> <p>The meeting agreed to continue to meet on the second Wednesday of every month except August, when there will not be a meeting. The dates for the next twelve months are:</p> <ol style="list-style-type: none"> <li>1. 8<sup>th</sup> June 2016</li> <li>2. 13<sup>th</sup> July 2016</li> <li>3. 14<sup>th</sup> September 2016</li> <li>4. 12<sup>th</sup> October 2016</li> <li>5. 9<sup>th</sup> November 2016</li> <li>6. 14<sup>th</sup> December 2016</li> <li>7. 11<sup>th</sup> January 2017</li> <li>8. 8<sup>th</sup> February 2017</li> <li>9. 8<sup>th</sup> March 2017</li> <li>10. 12<sup>th</sup> April 2017</li> <li>11. 10<sup>th</sup> May 2017</li> </ol> <p>Clerk to book the meeting room.</p>	Clerk
170/16	<p><b>DATE OF NEXT ANNUAL MEETING</b></p> <p>The next annual meeting will be on Wednesday 10<sup>th</sup> May 2017</p>	

The meeting closed at 8.10pm