

## Minutes of the Annual Meeting of East Challow Parish Council, Wednesday 9 May 2018 at 7.30pm at the Village Hall

Present: Cllr Bosley, Cllr Webb, Cllr Parker  
 Clerk/Finance Officer: Sheryl Sanders/Julia Evans  
 Members of the Public: None  
 Apologies: Cllr Vigor-Hedderely & Cllr Game

84/18	<b>ELECTION OF CHAIRMAN:</b> Cllr Parker proposed Cllr Bosley be appointed to the office of Chairman. Cllr Webb seconded. RESOLVED. Cllr Bosley signed the declaration of acceptance of office of Chairman.	Action
85/18	<b>ELECTION OF VICE-CHAIRMAN:</b> Cllr Bosley proposed Cllr Webb be appointed to the office of Vice-Chairman. Cllr Parker seconded. RESOLVED. Cllr Webb signed the declaration of acceptance of the office of Vice Chairman	
86/18	<b>REVIEW OF DECLARATIONS OF MEMBERS INTERESTS:</b> No changes were needed.	
87/18	<b>APPOINTMENT OF WORKING GROUPS:</b> Planning Working Group – Cllr Webb, Cllr Bosley & Cllr Game Finance Working Group– Cllr Webb, Cllr Bosley, Cllr Game	
88/18	<b>REVIEW OF BANK ACCOUNT SIGNATORIES:</b> Current signatories: Cllr Game, Cllr Webb, Cllr Bosley and RFO Julia Evans It was agreed to add Cllr Parker to the list of signatories	RFO
89/18	<b>PRESENTATION AND ACCEPTANCE OF INTERNAL AUDIT REPORT</b> The report was read by the RFO. Cllr Bosley proposed accepting and Cllr Webb seconded.	
90/18	<b>APPROVAL OF ANNUAL GOVERNANCE STATEMENT</b> Cllr Park proposed approving and Cllr Webb seconded	
91/18	<b>PRESENTATION OF ANNUAL ACCOUNTS FOR 2017/2018</b> Annual Accounts – Balance £48,330 (reserves) as at 31/3/18 Cllr Bosley proposed approving the annual accounts and Cllr Webb seconded. Cllr Bosley signed the annual return.	
92/18	<b>REVIEW OF ASSET REGISTER</b> This to be reviewed. Land and trees need to be added to the register.	c/f Cllrs
93/18	<b>REVIEW OF RISK REGISTER</b> This is to be reviewed	c/f Cllrs
94/18	<b>REVIEW OF INSURANCE POLICY</b> It was agreed to re-new the insurance policy with current insurers. The asset register is not up to date – work needs to be done to ensure the insurance covers all assets.	Cllrs/Clerk
95/18	<b>REVIEW OF GRANTS POLICY</b> It was agreed that there are no changes required. Proposed by Cllr Bosley, Seconded by Cllr Webb	
96/18	<b>REVIEW OF COMPLAINTS PROCEDURE</b> It was agreed that there are no changes required. Proposed by Cllr Bosley, Seconded by Cllr Webb	

97/18	<b>REVIEW OF STANDING ORDER</b>	c/f Cllrs/Clerk
98/18	<b>REVIEW OF FINANCE REGULATIONS</b>	c/f Cllrs/Clerk
99/18	<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> <p>Clerk to book the meeting room.</p> <p>Wednesday 6 June 2018</p> <p>Wednesday 11 July 2018</p> <p>No August Meeting</p> <p>Wednesday 12 September 2018</p> <p>Wednesday 10 October 2018</p> <p>Wednesday 14 November 2018</p> <p>Wednesday 5 December 2018</p> <p>Wednesday 9 January 2019</p> <p>Wednesday 13 February 2019</p> <p>Wednesday 13 March 2019</p> <p>Wednesday 10 April 2019</p> <p>Wednesday 8 May 2019</p>	Clerk
100/18	<p><b>DATE OF NEXT ANNUAL MEETING</b></p> <p>The next annual meeting will be on Wednesday 8 May 2019</p>	

The meeting closed at 8.30pm