

**Minutes of the Annual Meeting of East Challow Parish Council, Wednesday 8 May 2019
at 7.30pm, East Challow Royal British Legion**

Present: Cllr Bosley, Cllr Webb, Cllr Parker

Clerk: Sheryl Sanders

Members of the Public: One

Apologies: None

95/19	COUNCILLORS TO SIGN ACCEPTANCE OF OFFICE Councillors Parker, Webb and Bosley completed and signed the declaration of acceptance of office.	Action
96/19	ELECTION OF CHAIRMAN Cllr Parker proposed Cllr Bosley be appointed to the office of chairman. Cllr Webb seconded. RESOLVED. Cllr Bosley signed the declaration of acceptance of the office of chairman	
97/18	ELECTION OF VICE-CHAIRMAN Cllr Parker proposed Cllr Webb be appointed to the office of vice- chairman. Cllr Bosley seconded. RESOLVED.	
98/19	REVIEW OF DECLARATIONS OF MEMBERS INTERESTS: The clerk issued declarations of members interests forms to all councillors to be filled in and returned to the clerk.	
99/19	APPOINTMENT OF WORKING GROUPS: Planning Working Group – Cllr Webb, Cllr Bosley & Cllr Parker Finance Working Group– Cllr Webb, Cllr Bosley, Cllr Parker	
100/19	REVIEW OF BANK ACCOUNT SIGNATORIES: Current signatories: Cllr Game, Cllr Webb, Cllr Bosley, Cllr Parker and RFO Julia Evans It was agreed to leave Cllr Game as a signatory as she intends to be co-opted at the next meeting of the parish council.	
101/19	ANNUAL REVIEWS <ul style="list-style-type: none"> a) Review of Asset Register The review is on-going. b) Review of Risk Register It was agreed to review the risk register over the next few months c) Review of Insurance Policy It was agreed that the RFO should review the insurance policy d) Review of Grants Policy It was agreed that there should be no changes to the grants policy. e) Review of Complaints Procedure It was agreed that there should be no changes to the complaints procedure. f) Review of Standing Orders it was agreed that the standing orders should be reviewed. The clerk gave the chairman a draft copy for circulation to all councillors. 	ALL ALL RFO ALL ALL ALL

	<p>g) Review of Finance regulations</p> <p>it was agreed that the finance regulations should be reviewed over the next few months.</p>	ALL
102/19	<p>COUNCIL MEETING DATES FOR THE NEXT TWELVE MONTHS</p> <p>It was agreed that East Challow Parish Council will 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>Wednesday 5 June 2019 Wednesday 10 July 2019 No August Meeting Wednesday 11 September 2019 Wednesday 9 October 2019 Wednesday 13 November 2019 Wednesday 4 December 2019 Wednesday 8 January 2020 Wednesday 12 February 2020 Wednesday 11 March 2020 Wednesday 8 April 2020 Wednesday 13 May 2020 (AGM)</p> <p>Clerk to book the meeting room Wednesday 27 May 2020 (Annual Parish Assembly)</p>	Clerk
103/19	<p>DATE OF NEXT ANNUAL MEETING</p> <p>The next annual meeting will be on Wednesday 13 May 2020 The next annual parish assembly will be on 27 May 2020</p>	

The meeting closed at 8.00pm