WOODNEWTON PARISH COUNCIL - ANNUAL MEETING
8.10pm on Monday 13th May 2019
in the Village Hall, Orchard Lane, Woodnewton
DRAFT MINUTES

Present: Cllr Hansford, Cllr Neville, Cllr Jenner, Cllr Blackmore, Cllr Flack and the Parish Clerk.

1. Election of Chairman

Cllr Hansford was nominated by Cllr Flack and seconded by Cllr Neville. There were no other nominations. Council AGREED unanimously: that Cllr Hansford be elected Chairman of the Parish Council for 2019 to 2020. Cllr Hansford signed the Acceptance of Office Declaration.

2. To receive Declarations of Member’s Interests from Councillors

None.

3. Apologies for Absence

None

4. Election of Vice Chairman

Cllr Neville was nominated by Cllr Hansford and seconded by Cllr Blackmore. There were no other nominations. Council AGREE unanimously that: Cllr Neville be elected Vice Chairman of the Parish Council for 2019 to 2020. Cllr Neville signed the Acceptance of Office Declaration.

5. Allocation of Responsibilities

Council AGREED the following Councillor-Responsibilities for 2019 to 2020:

Cllr Flack - Allotments, Neighbourhood Watch Liaison and Footpaths/Rights of Way.


Cllr Hansford – Grass & Village Maintenance and Minutes to Newsletter and Cemetery.

Cllr Jenner – Churchyard and Trees.

Cllr Neville – Planning Applications, Police Liaison and Newsletter Liaison.

6. Financial Management During the Year

Council reviewed its Financial Management arrangements for the year ending 31st March 2019 and AGREED that they met the requirements of the Accounts and Audit Regulations, and Proper Practice.

7. Standing Orders and Financial Regulations

There being no changes requires, Council RE-ADOPTED its Standing Orders and Financial Regulations.
8. Council’s Policies and Procedures

There being no changes required, Council RE-ADOPTED its Policies and Procedures on Councillor Code of Conduct, Freedom of Information, Risk Assessment and Complaints Procedures. Consideration of required changes to its GDPR Policies and Procedures was deferred until the June meeting.

9. Insurance Cover

Council reviewed its insurable risks and CONFIRMED its current cover.

10. Annual Memberships

Council AGREED its continuing membership of Ncala and of ICO

11. Date for next Annual Meeting

The next Annual Meeting of the Parish Council will be held on 11th May 2020 (the first non-Bank Holiday Monday in May).

Chairman’s Signature 3rd June 2019

Prepared by John Thorpe – Clerk and RFO
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15th May 2019