

**WOODNEWTON PARISH COUNCIL**  
**ANNUAL MEETING**  
 Tuesday 6th May, 2014 at 7.30  
 In THE VILLAGE HALL, Orchard Lane

**DRAFT MINUTES**

Present: Cllr D. Webb (Chair) (DW), Cllrs A. Smith (AS), J. Haynes (JH), D Burgess,(DB), T Holmes (TH) Clerk Liz Holland (LH),

	ACTION
1.Election of Chair- David Webb was nominated by Cllr Burgess and seconded by Cllr Haynes & duly elected Chair. He signed his declaration of acceptance of office.	
PUBLIC TIME –	
2. Declarations of Members’ Interests - none	
3. Apologies for absence – ACCEPTED from Cllr Hansford	
4. PROPOSAL To co-opt Jill Roche to the council. Proposed A Hansford, seconded D Burgess. ALL AGREED	
5.Appointment of Vice Chair & allocation of responsibilities – Cllr Hansford was proposed as VC, seconded & duly elected. Councillors’ responsibilities were agreed as follows: i. Jill Roche - allotments ii. Abbie Smith - playground, churchyard, cemetery iii. Jennie Haynes - footpath officer, trees iv. Tom Holmes - street lights, highways & paveemnts v. David Burgess - planning reviews, footpaths vi. Andrew Hansford - grass cutting and village maintenance, police liaison vii. David Webb - newsletter, financial review	
6.PROPOSAL To adopt NCALC supplied standing orders (April 2014) - AGREED	
7.PROPOSAL To adopt NCALC supplied financial regulations- AGREED	
8.PROPOSAL To agree the internal audit service provided by NCALC is adequate & appropriate. AGREED	
9.Review insurance and the risk assessment- No changes required	
10.Review the Council’s complaints procedure - No changes required	

11. Review the Council's procedures for requests under the Freedom of Information Act 2000 - No changes required	