

**Minutes of the Annual General Meeting of ALL SAINTS PARISH COUNCIL
of 2nd May 2017 at All Saints Village Hall, All Saints, held at 7.30pm**

Meeting opened at 7.30pm and Chairman pointed out fire exits and regulations.

2017/0501 Present:

Cllrs. Forbes (Chairman), Speed (Vice-Chair), Bale, Hubbard, Nixon & Clerk
Cllr. Paul Diviani (EDDC); 6 members of the public

2017/0502 Apologies

Cllr. Moulding (CC), Kevin Feeney, Dave Wicken.
Alan Storey, Police Representative, Amanda Dunkley

2017/0503 To Elect Chairman for 2017/2018

Cllr. Forbes vacated the Chair.
Vice-Chair sought nominations. Cllr Speed nominated Cllr. Forbes.
Seconded by Cllr. Nixon. Approved 4/0/1. Cllr. Forbes duly elected as Chairman

2017/0504 Signing of Declaration of Office

Cllr. Forbes duly signed confirming his appointment as Chairman of the Council.

2017/0505 To Elect Vice Chairman for 2016/2017

Chairman sought nominations. Cllr. Nixon nominated Cllr. Speed for Vice-Chair
Seconded Cllr. Hubbard. Approved 4/0/1. Cllr. Speed duly elected as Vice Chairman

2017/0506 Signing of Declaration of Office

Cllr. Speed duly signed confirming his appointment as Vice Chairman of the Council

2017/0507 To receive minutes of previous annual meeting.

Minutes of the previous Annual General Meeting on 3rd May 2016 had been previously circulated to members for consideration. Acceptance of minutes proposed by Cllr. Bale and seconded by Cllr. Speed. Approved 4/0/1. Chairman signed as a true record.

2017/0508 Matters arising from minutes

No matters arising.

2017/0509 Election of Representatives from members and parishioners

Village Hall Representative	Cllr. Bale
Emergency Planning Representative	Tim Pedder
School Representative	Mrs. Amanda Dunkley
DALC Representative	Cllr. Bale
All Saints Church Representative	Cllr. Nixon

2017/0510 Nominations for Voluntary Footpath Warden (P3)

Libby Dibble kindly agreed to act as the VFW for the forthcoming year in the absence of any other nominations. Agreed.

2017/0511 Nominations for Voluntary Tree Warden

Kevin Feeney (absent) had previously agreed to act as the VTW for the forthcoming year, in the absence of any other nominations. Agreed.

2017/0512 Nominations for Voluntary Road Warden

This matter was deferred until the Ordinary meeting to follow being an agenda item.

2017/0513 Nominations for Voluntary Webmaster

Dave Wicken (absent) had previously agreed to act as the Webmaster for the forthcoming year, in the absence of any other nominations. Agreed.
Chairman asked that Council's thanks be passed to Mr. Wicken for his continued voluntary work for the council in keeping the website upto date and compliant.

2017/0514 Re-appointment of Hamlet Representatives

Alston	Jacqui Baggott
All Saints	Cllr. Forbes
Churchill	Cllr. Hubbard
Smallridge	Alan Storey
Waggs Plot	Cllr. Bale

2017/0515 Financial Matters to be considered:

- a) Council agreed that all bank mandate signatories remain unchanged.
- b) Council instructed Clerk to add an item to July ORD agenda re: bank interest options
- c) Parish Council Insurance renewal 1/6/17. Clerk to obtain 2 alternate quotes.

2017/0516 To accept and approve Internal Auditors report for Financial Year 2016/17

Report was previously circulated to members as part of their review of the end of year financial documentation. Proposed by Cllr. Nixon, Seconded Cllr. Speed. Approved 5/0

2017/0517 To approve and sign Annual Governance Statement

Section ONE Annual Return 2016/17

Members considered Governance Statements 1 to 9 inclusive and gave an affirmative answer to all statements except 9, where Council has no responsibility, thus answer NOT APPLICABLE. Signed by Chairman on behalf of Council as approved. 5/0

2017/0518 To approve and sign Accounting Statements

Section TWO Annual Return 2016/17

Members considered Accounting Statements 1 to 11 inclusive as provided by the RFO Adoption proposed by Cllr. Hubbard, and seconded by Cllr. Speed. Approved 5/0
Signed by Chairman on behalf of Council as approved. RFO to countersign.

2017/0519 To review Council policies and procedures and to formally adopt same.

As policies are unchanged from 2015/16, approval sought for items a) to k) incl.

- a) Standing Order. Proposed Cllr. Nixon. Seconded Cllr. Hubbard. Approved 5/0.
- b) Financial Regns. Proposed Cllr. Nixon. Seconded Cllr. Hubbard. Approved 5/0.
- b1) Delegation Policy. Proposed Cllr. Nixon. Seconded Cllr. Hubbard. Approved 5/0.
- c) Disciplinary and Grievance Policy. Prop. Cllr. Nixon. Secon. Cllr. Hubbard. Appr. 5/0.
- d) Complaints Policy. Proposed Cllr. Nixon. Seconded Cllr. Hubbard. Approved 5/0.
- e) Health & Safety Policy. Proposed Cllr. Nixon. Seconded Cllr. Hubbard. Approved 5/0.
- f) Grant Award Policy. Proposed Cllr. Nixon. Seconded Cllr. Hubbard. Approved 5/0.
- g) Community Engagement Policy. Prop. Cllr. Nixon. Secon. Cllr. Hubbard. Appr. 5/0.
- h) Publication Scheme. Proposed Cllr. Nixon. Seconded Cllr. Hubbard. Approved 5/0.
- j) Revised Code of Conduct. Proposed Cllr. Nixon. Seconded Cllr. Hubbard. Appr. 5/0.
- k) Action Plan Review 2017/18. Prop. Cllr. Nixon. Secon. Cllr. Hubbard. Appr. 5/0.

2017/0520 To set date of next Annual Meeting of All Saints Parish Council

Date of next Annual meeting agreed as Tuesday 8th May 2018.

With no further business to transact, the meeting closed at 7.46pm.

Signed:

Chairman

Date:
