

WILLINGHAM BY STOW PARISH COUNCIL

**MINUTES of the ANNUAL MEETING of WILLINGHAM by STOW PARISH COUNCIL
held in the Village Hall on Tuesday 14th May 2019, 8PM**

Present: Cllrs D Bingham (Chairman), D Leak, M Row, S Webster, D Wain

In Attendance: L Brooks-Sleight (Clerk) & a resident for all the meeting

- 2019/33 **To elect Chairman and obtain signature of Declaration of Acceptance of Office**
Cllr Bingham was nominated by Cllr Wain & seconded by Cllr Webster, Cllr Bingham signed the Declaration of Acceptance of Office
- 2019/34 **To elect Vice-Chairman**
Cllr Webster was nominated by Cllr Bingham & seconded by Cllr Wain
- 2019/35 **Apologies**
none
- 2019/36 **Financial Regulations**
Reviewed & approved **Resolved**
- 2019/37 **New Standing Orders**
Reviewed & approved **Resolved**
- 2019/38 **Register of Assets**
Reviewed & approved **Resolved**
- 2019/39 **To review & approve Cemetery Regulations/Fees**
Reviewed & approved with added fee of £35 for Research Requests. Clerk to claim £35 as expenses per search **Resolved**
- 2019/40 **Risk Assessment Policy**
Reviewed & approved **Resolved**
- 2019/41 **Media Policy**
Reviewed & approved **Resolved**
- 2019/42 **Data Protection Policy**
Reviewed & approved **Resolved**
- 2019/43 **To appoint Internal Auditor for year 2019/20**
approved for B Bussey to continue as Internal Auditor - £28pa **Resolved**
- 2016/44 **To appoint a Village Hall representative for the PC**
Cllr Leak agreed to represent the PC
- 2019/45 **To review & approve Insurance Quotes**
The quotes were received, discussed and approve to accept the quote from Inspire on a 3year Long Term Agreement **Resolved**
- 2019/46 **The Annual External Audit Certificate of Exemption**
This was discussed and approved. Chairman signed declaration **Resolved**
- 2019/47 **To approve Annual Audit 2018/19**
a. Section 1 Annual governance statement 2018/19 - approved & signed **Resolved**
b. Section 2 Accounting statements 2018/19 - approved & signed **Resolved**
- 2019/48 **To confirm that all members have updated their Register of Interest forms & signed the Declaration of Acceptance of Office**
All members completed the forms and signed the Declaration of Acceptance of Office
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Signed:

Date: 11th June 2019

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