

WILLINGHAM BY STOW PARISH COUNCIL

**MINUTES of the ANNUAL MEETING of WILLINGHAM by STOW PARISH COUNCIL
held via Teams online on Tuesday 6th May 2021 at 8pm**

Present: Cllrs D Bingham (Chairman), Q Connell, D Leak, D Wain

In Attendance: L Brooks-Sleight (Clerk), Cllr T Coulson

- 2021/199 To elect Chairman and obtain signature of Declaration of Acceptance of Office
Cllr Bingham was elected – proposed by Cllr Wain, seconded by Cllr Connell **Resolved**
- 2021/200 To elect Vice-Chairman
Cllr Webster elected – proposed by Cllr Bingham, seconded by Cllr Connell **Resolved**
- 2021/201 To received Apologies
Cllr Row due to work commitments & Cllr Webster due to illness **Resolved**
- 2021/202 To review & approve Financial Regulations – approved **Resolved**
- 2021/203 To review & approve New Standing Orders - approved **Resolved**
- 2021/204 To review & approve Register of Assets - approved **Resolved**
- 2021/205 To review & approve Cemetery Regulations/Fees- clerk to add Memorial Garden plaques
details approved **Resolved**
- 2021/206 To review & approve the Risk Assessment Policy - approved **Resolved**
- 2021/207 To review & approve Media Policy - approved **Resolved**
- 2021/208 To review & approve Data Protection Policy - approved **Resolved**
- 2021/209 To approve the insurance arrangement received
- payment of £347.05 for period 14/06/21 to 13/06/22 under long term agreement until 15/06/22
approved **Resolved**
- 2021/210 To discuss & approve the Annual External Audit Certificate of Exemption - approved **Resolved**
- 2021/211 To appoint Internal Auditor for year 2021/22 and approve fee - to be discussed at next meeting
- 2021/212 To confirm that all members have updated their Register of Interest forms &
signed the Declaration of Acceptance of Office – all members informed

Meeting Ends 8.10pm

Signed:

Dated: 10th June 2021

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