

WILLINGHAM BY STOW PARISH COUNCIL

**MINUTES of the ANNUAL MEETING of THE COUNCIL
held in the Village Hall on Tuesday 8th May 2018, 8pm**

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

In Attendance: L Brooks-Sleight (Clerk), 3 residents in attendance - all the meeting

- 2018/35 **To elect Chairman and obtain signature of Declaration of Acceptance of Office**
Cllr D Bingham was elected Chairman -proposed by Cllr Wain and seconded by Cllr Foreman
Cllr Bingham signed the Declaration of Acceptance of Office. **Resolved**
- 2018/36 **To elect Vice-Chairman**
Cllr Webster was elected Vice- proposed by Cllr Bingham and seconded by Cllr Wain **Resolved**
- 2018/37 **To received Apologies**
Received from Cllr Bates
- 2018/38 **To review Financial Regulations**
Reviewed and approved **Resolved**
- 2018/39 **To approved New Standing Orders**
Reviewed and approved **Resolved**
- 2018/40 **To review Register of Assets**
Reviewed and approved **Resolved**
- 2018/41 **To review Cemetery Regulations/Fees**
Reviewed and approved **Resolved**
- 2018/42 **To review the Risk Assessment Policy**
Reviewed and approved **Resolved**
- 2018/43 **To approve Media Policy**
Approved **Resolved**
- 2018/44 **To approve Data Protection Policy**
Reviewed and approved, all councillors present completed & signed GDPR Security Compliance
Resolved
- 2018/45 **To appoint Internal Auditor for year 2018/19**
Agreed and approved - Mrs B Bussey appointed **Resolved**
- 2018/46 **To review insurance arrangements and quote received**
Discussed, received update regarding Data Protection cover and approved, 3rd year of agreement
Resolved
- 2018/47 **To approve Annual Audit 2017/18**
a. Section 1 Annual governance statement 2017/18 approved **Resolved**
b. Section 2 Accounting statements 2017/18 approved **Resolved**
c. to receive the Internal Auditors report received with no comments **Resolved**
- 2018/47 **To confirm that all members have updated their register of interest**
All members stated no changes to their register of interest forms **Resolved**

Meeting Ended – 8.20pm

Signed:

Dated: 12th June 2018

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