

**WILLINGHAM BY STOW PARISH COUNCIL**

**MINUTES of the ANNUAL MEETING of WILLINGHAM by STOW PARISH COUNCIL  
held in the Village Hall on Tuesday 9<sup>th</sup> May 2017, 8pm**

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**Present:** Cllrs D Bingham (Chairman), L Foreman, D Leak, D Wain and S Webster

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

2017/42 **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 Leak.  
Cllr Bingham signed the Declaration of Acceptance of Office. **Resolved**

2017/43 **To elect Vice-Chairman**  
Cllr Webster was elected as Vice-Chairman, proposed by Cllr Bingham, seconded by Cllr Foreman  
**Resolved**

2017/44 **To received Apologies**  
Received from Cllr Bates

2017/45 **To review Financial Regulations**  
Reviewed and approved **Resolved**

2017/46 **To review Standing Orders**  
Reviewed and approved **Resolved**

2017/47 **To review Register of Assets**  
It was noted that only 2 of the 4 bus shelters are listed as assets and that the notice board on the High Street wasn't listed – clerk to find details & update **Resolved**

2017/48 **To review Cemetery Regulations/Fees**  
Reviewed and approved with no changes, clerk presented a Memorial Form for approval **Resolved**

2017/49 **To review the Risk Assessment Policy**  
Reviewed and approved **Resolved**

2017/50 **To appoint Internal Auditor for year 2017/18**  
Agreed and approved - Mrs B Bussey appointed **Resolved**

2017/51 **To review insurance arrangements and quote received**  
Discussed and approved, 2<sup>nd</sup> year of agreement **Resolved**

2017/52 **To approve Annual Audit 2016/17**  
a. Section 1 Annual governance statement 2016/17 - approved **Resolved**  
b. Section 2 Accounting statements 2016/17 – approved **Resolved**  
c. to receive the Internal Auditors report- received with no comments **Resolved**

2017/53 **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 – 8.10pm**

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**Signed:**

**Dated:** 13<sup>th</sup> June 2017

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