

**WILLINGHAM BY STOW PARISH COUNCIL**

**MINUTES of the ANNUAL MEETING of WILLINGHAM by STOW PARISH COUNCIL  
held in the Village Hall on Tuesday 10<sup>th</sup> May 2016, 8pm**

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**Present:** Cllrs D Bingham (Chairman), P Bates, D Leak, D Wain and S Webster

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

- 2016/43 To elect Chairman and obtain signature of Declaration of Acceptance of Office**  
Cllr Bingham was elected as Chairman - proposed by Cllr Wain and seconded by Cllr Bates and signed the Declaration of Acceptance of Office
- 2016/44 To elect Vice-Chairman**  
Cllr Webster was elected as Vice-Chairman – proposed by Cllr Bingham and seconded by Cllr Wain
- 2016/45 To received Apologies**  
None received
- 2016/46 To review Financial Regulations**  
It was **Resolved** that the Financial Regulations are updated and approved
- 2016/47 To review Standing Orders**  
It was **Resolved** that the Standing Orders are updated and approved
- 2016/48 To review Register of Assets**  
It was **Resolved** that the Register of Assets are approved
- 2016/49 To review Cemetery fees**  
It was discussed and **Resolved** that the current cemetery fees are approved
- 2016/50 To review the Risk Assessment Policy**  
It was **Resolved** that the Risk Assessment Policy is approved
- 2016/51 To appoint Internal Auditor for year 2016/17**  
It was **Resolved** that Mrs B Bussey is appointed as Internal Auditor for 2016/17
- 2016/52 To review insurance arrangements and quote received**  
3 quotes were received from Came & Co Brokers, these were discussed and it was **Resolved** that the Insurance arrangements from Ecclesiastical with a quote of £409.39 on a 3year long-term agreement is approved
- 2016/53 To approve Annual Audit 2015/16**  
a. Section 1 Annual governance statement 2015/16 - approved & signed **Resolved**  
b. Section 2 Accounting statements 2015/16 – approved & signed **Resolved**  
c. to receive the Internal Auditors report – received, no comments **Resolved**

**Meeting ended 8.20pm**

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**Signed:**

**Dated:** 14<sup>th</sup> June 2016

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