

**DRAFT**  
**AWRE PARISH COUNCIL**  
**and BURIAL AUTHORITY**

Annual Council Meeting held Monday 15th May 2017 at Blakeney Recreation Centre.

Present: Councillors R Fellows, M Marshall, H Clarke, Cllr Bullock, K Allen, H Pike, P Deighton.  
Clerk – D Preece.

1. Election of Chairman – Cllr Fellows took the Chair. It was proposed by Cllr Fellows, seconded by Cllr Bullock, and agreed that Cllr Marshall be elected Chairman. He signed a Declaration of Acceptance of Office.
2. Election of Vice Chairman – Cllr Marshall took the Chair. It was proposed by Cllr Marshall, seconded by Cllr Pike and agreed that Cllr Fellows be elected Vice Chairman. He signed a Declaration of Acceptance of Office.
3. There were no apologies.
4. There were no declarations of interest.
5. Information from Clerk arising from minutes of last Annual Meeting. None.
6. Planning Committee. It was agreed that planning matters will be dealt with during normal monthly meetings wherever possible, but that during recess periods and if urgently required a Planning Committee made up of Cllrs Fellows, Bullock and Allen will meet at the discretion of the Chairman, who will also attend. Cllr Fellows will Chair the meetings.
7. Cemetery Committee. It was agreed that the amount of cemetery business did not warrant electing a committee and that cemetery business will be dealt with during normal monthly meetings. It was agreed that Cllr Allen will continue to take a lead on Cemetery matters.
8. Highways Group. It was agreed to elect a Highways Group to meet regularly, to present issues to Brian Watkins, County Highways. Cllrs Pike, Allen, Marshall and Bullock will make up the Committee.
9. Representative on Blakeney School Governors – Matt Baker.
10. The Clerk signed Section 2 – Accounting Statement for 2016/17.
11. The Annual Governance Statement for 2016/17 was proposed by Cllr Fellows, seconded by Cllr Pike, accepted by the meeting and signed by the Chairman and Clerk.

12. The Annual Accounts Statement for 2016/7 was proposed by Cllr Deighton, seconded by Cllr Clarke, and agreed by the meeting. Signed by the Chairman.

13. Signatories for cheques – Two Councillors from M Marshall. H Clarke, G Bullock and R Fellows.

14. The annual insurance policy was reviewed. It was proposed by Cllr Fellows, seconded by Cllr Pike agreed to renew the contract with the existing insurers, as per the three yearly agreement.

15. The Asset Register was reviewed and Proposed by Cllr Fellows, seconded by Cllr Marshall and accepted by the meeting. This is compiled in accordance with guidelines from the NALC/SLCC ‘Governance and Accountability for Local Councils’ guidelines, as required by the External Auditors, and does not necessarily reflect the current insured values.

16. The Risk Assessment was reviewed. It was proposed by Cllr Bullock, seconded by Cllr Marshall and accepted by the meeting.

17. The following documents, were considered and agreed as being up to date; Standing Orders, Financial Regulations, Code of Conduct, Handling Complaints, Freedom of Information, Grievance /Disciplinary Policy/Procedure, Openness and Transparency Guidelines, Training Statement of Intent.

18. In accordance with Openness and Transparency Guidelines, a list of documents to be published on the Council’s website was agreed at last year’s meeting and is on the website. There are no changes.

The meeting closed at 7.30 pm.