

DRAFT
AWRE PARISH COUNCIL
and BURIAL AUTHORITY

Annual Council Meeting held Monday 21st May 2018 at Awre Village Hall.

Present: Councillors M Marshall, R Fellows, R Cotton, K Allen, T Ware, G Bullock. Clerk – D Preece. District Cllr G Hughes.

1. Election of Chairman – It was proposed by Cllr Fellows, seconded by Cllr Cotton, and agreed that Cllr Marshall be elected Chairman. He signed a Declaration of Acceptance of Office.
2. Election of Vice Chairman – It was proposed by Cllr Marshall, seconded by Cllr Allen and agreed that Cllr Fellows be elected Vice Chairman. He signed a Declaration of Acceptance of Office.
3. Apologies from Cllr Deighton and Cllr Clarke were accepted by the meeting. County Cllr R Boyles.
4. There were no declarations of interest.
5. There were no matters for information arising from the last Annual Meeting.
6. Planning Committee. It was agreed that planning matters would be dealt with during normal monthly meetings wherever possible, but if urgently required a Planning Committee made up of Cllrs Bullock, Fellows (Chairman), Allen, Cotton and Marshall would meet at the discretion of the Chairman.
7. Cemetery Committee. It was agreed that the amount of cemetery business did not warrant electing a committee and that cemetery business would be dealt with during normal monthly meetings. It was agreed that Cllr Allen would continue to take a lead on Cemetery matters.
8. Highways Committee. It was agreed to elect a Highways Committee to meet on a quarterly basis with the Area Supervisor for Highways, to discuss outstanding highway issues. Cllr Fellows agreed to Chair the group, to include Cllr Marshall, Cllr Allen, Cllr Cotton and Cllr Ware. Cllr Ware agreed to take a lead in arranging meetings and agendas.
9. Representative on Blakeney School Governors – Matt Baker, subject to confirmation. Proposed by Cllr Fellows, seconded by Cllr Bullock and agreed.
10. Signatories for Cheques – Two Councillors from either, G Bullock, M Marshall, H Clarke and R Fellows.
11. The Annual Governance and Accountability Statement for 2017/8 was agreed by the Meeting and signed by the Clerk/RFO and Chairman.

12. The Annual Accounting Statement for 2017/18 was agreed by the Meeting and signed by the Clerk/RFO and Chairman.

13. A Certificate of Exemption was signed by the Clerk/RFO and the Chairman.

14. The Annual Insurance Policy was reviewed and agreed for renewal, subject to the addition of planters, hanging baskets and poles, and watering equipment.

15. The Asset Register was reviewed and accepted by the meeting, subject to the addition of the items mentioned above.

16. The Risk Assessment was reviewed and accepted by the meeting.

17. The Standing Orders, Financial Regulations, Code of Conduct, Handling Complaints Guidelines, Freedom of Information Policy, Grievance/Disciplinary Policy/Procedure, Openness and Transparency Guidelines, and Training Statement of Intent were reviewed.

Councillor Fellows agreed to revise the Standing Orders in line with the new 'Model', recently received from GAPTC.

18. The list of documents published on the Council's was reviewed.

The meeting closed at 7.40 pm.