

Awre Parish Council & Burial Authority

Minutes of the Annual Parish Council Meeting held on 20th May, 2019
at the Village Hall, Awre at 6.30 p.m.

PRESENT: Cllrs. Allen, Bullock, Cotton, Fellows, Greening and Ware.

IN ATTENDANCE: District Cllr. Packer and the Clerk.

Cllr. Nicky Packer was welcomed to her first meeting of Awre Parish Council in her new role as District Councillor.

1. ELECTION OF CHAIRMAN

Cllr. Fellows was nominated by Cllr. Cotton, seconded by Cllr. Ware and appointed as Chairman.

2. APOLOGIES

None.

3. ELECTION OF VICE-CHAIRMAN

Cllr. Cotton was nominated by Cllr. Fellows, seconded by Cllr. Greening and appointed as Vice-Chairman.

4. DECLARATIONS OF ACCEPTANCE OF OFFICE

It was confirmed that a Declaration of Acceptance of Office had been signed by all Councillors present.

5. DECLARATIONS OF INTEREST

None declared.

6. LEAD COUNCILLOR ROLES

The Chairman explained that the idea behind Lead Councillor roles was to provide a point of contact to spread the Council's workload. Roles were allocated as follows:

- 6.1 Highways – Cllr. Bullock
- 6.2 Footpaths – Cllr. Ware
- 6.3 Cemetery & Grass Cutting – Cllr. Allen
- 6.4 Assets & Maintenance – Cllrs. Greening and Ware
- 6.5 Snow Warden – Cllr. Cotton
- 6.6 Amenities (including Toilets – Cllr. Fellows and Defibrillators – Cllr. Allen)
- 6.7 Planning – Cllr. Fellows
- 6.8 Finance – Cllr. Greening
- 6.9 Emergency Plan – Cllr. Cotton

7. REPRESENTATIVE FOR BLAKENEY SCHOOL GOVERNORS

It was resolved to nominate Matt Baker as the Parish Council's representative for Blakeney School Governors.

8. SIGNATORIES FOR CHEQUES

It was resolved to add Cllrs. Greening and Allen to the existing signatories – Cllrs. Bullock and Fellows. Clerk to bring the relevant paperwork to the June meeting.

9. INSURANCE POLICY

It was resolved to renew the Council's insurance policy with Came & Company for 2019/20 at a total cost of £854.07.

10. ASSET REGISTER

The Asset Register was reviewed, and **it was noted** that there were a number items missing from the register. The Clerk would add these and bring the register back to the June meeting for approval.

11. RISK ASSESSMENT

The Council's Risk Assessment was tabled; **it was agreed** to bring this back to the June meeting.

12. KEY DOCUMENTS

Clerk to identify the current version of each of the following documents for Councillors and for publication on the website - Standing Orders, Financial Regulations, Code of Conduct, Handling of Complaints Guidelines, Freedom of Information Policy, Grievance/Disciplinary Policy/Procedure, Openness and Transparency Guidelines and Training Statement of Intent.

Meeting closed at 6.50 p.m.