
Shillingford Annual Council Meeting

Minutes of the meeting held on Tuesday 14th May 2018

Present: Cllrs Carr (Chairman), Turner, Stamp, Howard, Parrott, Miller, Clerk Sarah Sharpe & 22 members of the public present.

1. **Apologies for absence** – None
2. **Election of Chairman and Vice Chairman** – Cllr Carr stood down as Chairman. Cllr Turner took the Chair for election of the Chairman. Cllr Carr was proposed for a further term. There were no further nominations. Cllr Carr stated that he was prepared to serve for a further year but would not be re standing next year.
Proposed Cllr Stamp. **Seconded** Cllr Howard. **All Agreed.**

Cllr Carr resumed as Chairman of the meeting. Cllr Turner was proposed for Vice Chair. There were no further nominations. Cllr Turner agreed to serve as Vice Chairman.
Proposed Cllr Howard. **Seconded** Cllr Carr. **All Agreed.**
3. **Minutes of the Annual Council Meeting held on 15th May 2017 (circulated)** Were accepted and signed as a true record of the meeting.
4. **Appointment of Councillors' Dedicated Responsibilities** – The following Councillors were appointed to lead on dedicated responsibilities:
Planning – Cllr Howard
Highways and Footpaths – Cllr Stamp
Snow Warden – Cllr Carr
Attendance and Reporting on TALC meetings – Cllr Parrott
5. **Review and Adoption of Governance Documents** (circulated) – The Clerk stated that there were new Standing Orders published by NALC and she recommended that these were adopted as they now include the new data protection requirements dealing with information request and managing the media. The following documents were discussed and adopted for the forthcoming year: -

Standing Orders
Code of Conduct
Statement of Internal Control
Financial Regulations
Publication Policy
Freedom of Information Act Policy
Complaints Policy
Risk Register

Proposed Cllr Stamp. **Seconded** Cllr Turner. **All Agreed**
6. **Declaration of Exemption form External Audit** – The Clerk reminded Councillors that this was the first year of the new audit process. The internal audit results would be presented at the June meeting however there was a need to decide whether to declare the Parish Council exempt from external audit. Following discussion, it was resolved that the exemption should be declared to the external auditors.

Proposed Cllr Miller. **Seconded** Cllr Turner **All Agreed**
7. **Chairman's Remarks** – The Chairman thanked the public for their support.

Close – The meeting closed at 8.00pm

_____ Chairman
