

18/5-1 Election of Chairman and signing of Declaration of Acceptance of Office. Cllr Mrs Elizabeth Hairsine was proposed and seconded for the appointment. There being no other nominations, it was RESOLVED to appoint Cllr Mrs Elizabeth Hairsine to the Office of Chairman and she duly signed the Declaration of Acceptance of Office.

18/5-2 Election of Vice-Chairman and signing of Declaration of Acceptance of Office. Cllr Mr Lou Fear was proposed and seconded for the appointment. There being no other nominations, it was RESOLVED to appoint Cllr Mr Lou Fear to the Office of Vice- Chairman and he duly signed the Declaration of Acceptance of Office.

18/5-3 Record of Members Present and Apologies. Cllr Mrs Elizabeth Hairsine (Chairman), Cllr Mr Lou Fear (Vice-Chairman), Cllr Mrs Cheryl Shaw, Cllr Mr John Stainton, Mr Russell Howard (RFO) and Mrs Nadine Must (Clerk). All Members present.

18/5-4 To receive any Declarations of Interest on any item on the agenda. None declared.

18/5-5 Minutes from 13th March 2018. It was RESOLVED that the minutes of the meeting was an accurate record and duly signed by the Chair. Clerk to upload on website.

18/05-6 To agree the proposed schedule of parish council meetings for 2018/2019. The schedule was AGREED. Clerk to upload on website.

18/5-7 Council Matters

a) Chairman's Remarks. The request for an additional bin has been drafted and Cllr Fear has agreed to be the designated person to check on the bin. Clerk to finalise letter and send to LCC.

b) Report of the Responsible Financial Officer. Mr Howard reported that the parish council was given a clean audit for 2016/17 financial year. The 2017/18 annual report is on the agenda for approval.

c) Trustees Report for The Wightman Corner Trust. Mr Howard reported that the four trees and two fences had been maintained and the grass cutting continues to be done by volunteers.

d) General Data Protection Regulation. The Chairman made the Council Members aware of the new Data Protection requirements taking effect on 25th May requiring the Council to comply with the new regulations.

e) To consider implementing Council policy documents. It was RESOLVED to implement Council policies to act in accordance to proper practices. The Clerk

will draft Standing Orders, Financial Regulations, Code of Conduct and other policies for consideration at the next meeting.

18/5-8 Finance and Budgets

- a) **2017-2018 Annual Audit of Accounts.** The Council APPROVED the **Annual Governance Statement 2017/18** and was duly signed by the Chairman and the Clerk
- b) **2017-2018 Annual Audit of Accounts.** The Council APPROVED the **Accounting Statements for 2017/18**, certified by the RFO and confirmed by the Chairman. The Council finances were below £25,000 and was exempt from a limited assurance review. However, the Council is required to complete a certificate of exemption which is to be sent to the external auditor.
- c) **Payments.** It was RESOLVED to accept and make all payments for May 2018.
- i. Cllr E Hairsine - £608.96 as reimbursement for purchase of IT equipment for parish clerk. Funding budget from Transparency Fund
 - ii. Mrs N Must - £100 gross, subject to tax – April 2018 salary
 - iii. Zurich Municipal - £412.94 parish council renewal for 2018/19.

18/5-9 Planning Matters. There were no planning applications.

18/5-10 Parish Council Amenities. None to report

18/5-11 Date of Next Meeting.

The next ordinary meeting is on Tuesday, 7th August 2018, 7:30 pm at St Vedast Church, Tathwell.

The meeting closed at 9:20 pm.

Signed: Cllr E Hairsine

Date: 7th August 2018