

**MINUTES OF CROSCOMBE ANNUAL COUNCIL MEETING  
HELD ON WEDNESDAY 9<sup>TH</sup> MAY 2018**

1. **Election of Chair:**
  - 1.1 **To elect the Chairman for the forthcoming year** – Hilary Shergold was elected unanimously after being proposed by Chris Jackson and seconded by Paul Hodges. Hilary Shergold was willing to serve again
  - 1.2 **The Chairman to sign the Declaration of Office Form** – Signed, dated and countersigned by the Clerk.
2. **Election of Vice Chair:-** Paul Hodges agreed to stand again and was proposed by Chris Jackson and seconded by Howard Sleep
3. **Present:-** Hilary Shergold, Chris Jackson, Howard Sleep, Paul Hodge, Catherine Dietrich  
Members of the Public – Annette Ford, James Morris, Kelly Smith, Claire Sully, Sandra Oatley
4. **Apologies:-** Ian Baker
5. **Clerk's Salary and Expenses**  
**To agree the Clerk's salary and level of expense** – Same salary as last year, no increase this year
6. **Cemetery:-**  
Sandra Oatley gave a small presentation on being the contact point for the cemetery. Sandra mentioned that the templates for the funeral directors had gone missing; this will be put on the agenda for the next meeting in order to replace them. Sandra was thanked for all her hard work and commitment over the years and will be replaced by Sarah Alden in the next couple of weeks.
7. **Banking Arrangements**  
**To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories** – Signatories are to stay the same with the Chair, Vice-Chair and Financial Officer as signatories.
8. **Asset Register**  
**To agree the Register** - Agreed by all councillors
9. **Risk Assessment**  
**To approve the Risk Schedule** – Agreed by all, signed and dated by the Chair
10. **Insurance Cover**
  - 10.1 – **Agree annual insurance** - Agreed by all
  - 10.2 – **Agree payment of annual insurance** – Paid on 9<sup>th</sup> May 2018
11. **Accounts for the Year Ending 31<sup>st</sup> March 2018**
  - 11.1 – **Note the Annual Internal Audit Report from the Internal Auditor** – It was noted that there was no evidence that the Council had carried out a risk assessment, this had been corrected at this meeting item 9
  - 11.2 – **To approve the Annual Governance Statement 2017/2018 of the annual return** – Approved and signed by the Chair
  - 11.3 – **To approve the Accounting Statement 2017/2018 of the Annual Return** – Approved and signed by the Chair
  - 11.4 – **To confirm that the Clerk is the Responsible Finance Officer** – Confirmed that the Clerk is also the Responsible Finance Officer
12. **Financial Regulations**  
**To approve and adopt** - New financial regulations were adopted and signed
13. **Standing Orders**  
**To consider the need for additional Standing Orders, or amendments to existing ones** - At this moment no amendments were needed.

Meeting closed at 7.30pm,

Next Annual Council meeting **Wednesday 8<sup>th</sup> May 2019** in the Church Rooms, start time 7.00pm,