

**MINUTES OF CROSCOMBE ANNUAL COUNCIL MEETING
HELD ON Monday 13th May 2019**

1. **Election of Chair:**
 - 1.1 **To elect the Chairman for the forthcoming year** – Hilary Shergold was elected unanimously after being proposed by Claire Sully and seconded by Michael Rogers.
 - 1.2 **The Chairman to sign the Declaration of Office Form** – Signed, dated and countersigned by the Clerk.
2. **Election of Vice Chair:-** Ian Baker and Michael Rogers were both proposed, Went to a vote and Ian won by four to three.
3. **Present:-** Hilary Shergold, Ian Baker, Howard Sleaf, James Morris, Kate Lewis, Claire Sully, Michael Rogers
Members of the Public – Five
4. **Apologies:-** None
5. **Clerk's Salary and Expenses**
To agree the Clerk's salary and level of expense – An increase was agreed, proposed by James Morris and seconded by Hilary Shergold
6. **Cemetery:-**
Sarah Alden introduced herself to the councillors and said she was the person to contact in reserving a plot if required. She was thanked for her contribution last year.
7. **Banking Arrangements**
To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories – Signatories will be changed to include the new Vice-Chair, the Chair and Financial Officer will remain as signatories.
8. **Asset Register**
To agree the Register – Will be reviewed over the year, will be put on the agenda for later on in the year.
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 to a 3 year binding Long Term Agreement with Hiscox
 - 10.2 – **Agree payment of annual insurance** – Paid on 13th May 2019
11. **Accounts for the Year Ending 31st March 2018**
 - 11.1 – **Note the Annual Internal Audit Report from the Internal Auditor** – It was noted that in their opinion the Council had maintained an adequate system of internal control and management and there are no matters which need to be brought to the attention of the External Auditor.
 - 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
 - 11.5 – **Signature or Exclusion Certificate** – Approved and signed by the Chair
 - 11.6 – **Notice of Public Rights and Publication of Annual Governance & Accountability Return** – Will be published on the council website.
12. **Financial Regulations**
To review and adopt - New financial regulations were adopted and signed
13. **Standing Orders**
To review and adopt – Some amendments were made and this will be reviewed at next months meeting, proposed by James Morris and seconded by Hilary Shergold

14. **Code of Conduct**
To review and adopt – Agreed and adopted
15. **Social Media Policy**
15.1 – To agree and Adopt – Agreed and adopted
15.2 – Appoint a Webmaster – Parish Clerk was appointed as the Webmaster
16. **Email Contact Privacy Notice**
To review and adopt - Agreed and adopted

Draft minutes subject to confirmation

Meeting closed at 7.50pm,

Next Annual Council meeting **Wednesday 13th May 2020** in the Church Rooms, start time 7.00pm,