

DRAFT Minutes of the Annual Meeting of Blackawton Parish Council held at 7:00 p.m. on **Tuesday 23 May 2016** in **Blackawton Village Hall**.

Present: Cllrs Rake, Joyce, Coe, Mallyon, and Lewis-Davis, were present as was A Thom (Clerk).

30/17 Election of Chairman

Cllr Rake was unanimously re-elected to be Chairman unopposed.

31/17 Chairman's Declaration of Acceptance of Office

Cllr Rake signed the Chairman's signature of declaration of acceptance.

32/17 Apologies

None received.

33/17 Election of Vice-Chairman

Cllr Joyce was unanimously re-elected to be Vice-Chairman unopposed.

34/17 Appointments to special areas of responsibility

The Footpath Wardens have had to resign after several years of successful work. They are thanked by Cllrs for all their hard work. It was agreed that Cllr Coe would co-ordinate an 'adopt a footpath' system, where people take responsibility for monitoring particular paths. Interested people are asked to please contact Cllr Ruth Coe if they would like to be involved. The ongoing work of the Snow Warden and Tree Warden will be confirmed.

35/17 2017/18 Insurance Cover

It was noted that BPC has entered into year one of a three year agreement with Hiscox via Came and Company (4/5/17-3/5/18).

36/17 Current contracts & agreements

The following arrangements were noted:

- Blackawton churchyard and cemetery maintenance agreement - three year agreement ends 31 June 2018
- Churchyard wall maintenance – review winter 2017
- Microsite agreement with SHDC & WDBC
- Website hosting agreement
- Clerk
- Internal Auditor - for 2017 Internal Audit

37/17 Annual subscriptions

- DALC: £167.06 paid April 2017
- Information Commissioner's Office: £35.00 annually paid April 2017, compulsory
- ICCM: £90 paid April 2017

38/17 Review of Risk Assessment

The revised risk assessment document was approved.

39/17 Current procedures and plan for review/preparation

- Financial Regulations - adopted 3/4/07
- Code of Conduct June 2012 version
- Consider preparation of a Publication Scheme and Complaints Procedure.
- Standing Orders - adopted 1 November 2011
- Information Security Policy - adopted 12/5/15

It was agreed that these will be reviewed over the next few months commencing with the Financial Regulations.

40/17 Ordinary Meetings of the Parish Council

It was confirmed that ordinary meetings of the full council will continue to take place on the first Tuesday of each month excluding August unless the preceding day is a public holiday – when the PC will meet one week later.

The meeting closed at 19:20

Annette Thom
Parish Clerk