

Kingham Parish Council

Minutes of the Annual Council Meeting of Kingham Parish Council

Held on Wednesday 22 May 2018, 7.40 pm

201805ACM

Present: Cllrs K Hartley, J Harvey, J Dewar, R Sale, B Hughes

Absent: Cllrs M Dare, J Warne

Clerk: Anne Ogilvie

Also present: Cllr Colston, Cllr Hibbert-Biles, three members of the public.

1 Election of Chairman

Cllr Hartley was proposed by Cllr Sale, seconded by Cllr Harvey, and voted on by the Council. Cllr Hartley accepted the position.

2 Acceptance of Office

Cllr Hartley signed the Acceptance of Office

3 Election of Vice-Chairman

Cllr Harvey was proposed by Cllr Dewar, seconded by Cllr Sale, and voted on by the Council. Cllr Harvey accepted the position.

4 Apologies – received from Cllrs Dare and Warne

5 Declaration of Interests – none declared.

6 Minutes

The minutes of the previous meeting were approved and signed.

7 Creation of Committees and Sub-committees, including appointment of members

No Committees were created.

8 Committee and sub-committee terms of reference

Not applicable

9 Creation of Working Parties

GDPR working party created – members: Cllr Harvey and Clerk

10 Appointment of trustees of serve on outside bodies

The Council as a body are trustees for Kingham Village Hall, Kingham Fuel Allotments and Baring Young Charity.

11 Approval and adoption of Standing Orders

The Standing Orders were approved and adopted.

12 Approval and adoption of Financial Regulations

The Financial Regulations were approved and adopted.

13 Review of Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation

The Council is aware of its duties under Freedom of Information and Data Protection Legislation and will have appropriate policies and notices in place by 25 May 2018. Other policies and processes required by GDPR are being undertaken.

14 Review of employment policies and procedures

Clerk to undertake review of current employment policies and procedures and implement changes as required.

15 Review of insurance policy

The Council has reviewed and approved the insurance policy.

Signed

(Chairman)

Date

Kingham Parish Council

16 Review of assets

The Council reviewed and agreed the current asset list.

17 Review of subscriptions to other bodies

The Council reviewed and approved its current subscriptions to other bodies.

18 Appointment of internal auditor

The Council appointed Barry Barker to be the internal auditor for the Council

19 Meeting dates for next year to include next Annual Council Meeting

2018 – 20 June, 18 July, 19 September, 17 October, 21 November

2019 – 16 January, 20 February, 20 March, 17 April

2019 ACM – 15 May

Meeting Closed at 7.52 pm

Signed

(Chairman)

Date