

# Bonby Parish Council

## Minutes of the Parish Council Meeting

Minutes of the Annual Meeting of Bonby Parish Council held at 7.45pm on Tuesday 14<sup>th</sup> May 2019, at the Village Hall, Bonby.

**Present:** Chair – Cllr Sarah Harriman.  
Cllr Tracie Green, Cllr Denise Peachey, Cllr Nik Smith, Cllr Catherine Bishop  
Clerk – Holly Hanson

### **Public Participation**

No members of the public were present

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#### **APCM19/20 – 0501                      Election of Chairman**

- a) Cllr Harriman was unanimously elected as Chairman, and Declaration of Acceptance of Office was received by the Clerk

#### **APCM19/20 – 0502                      Election of Vice-Chairman**

- a) Cllr Green proposed Cllr Bishop, this was seconded by Cllr Smith. Cllr Bishop unanimously elected as Vice Chair, and Declaration of Acceptance of Office was received by the Clerk

#### **APCM19/20 – 0503                      Apologies**

- a) None.

#### **APCM19/20 – 0504                      Declarations of Interest**

- a) None.

#### **APCM19/20 -0505                      Annual Governance Statement 2018/19**

- a) Members considered the Annual Governance Statement.  
b) Members unanimously approved the Governance Statement.  
c) The Governance Statement was signed and dated by the Chair and Clerk.

#### **APCM19/20 – 0506                      Annual Accounting Statement 2018/19**

- a) Members considered the Accounting Statement and Summary of Accounts.  
b) Members unanimously approved the Accounting Statement and Summary of Accounts.  
c) The Chair signed and dated the Accounting Statement and Summary of Accounts

#### **APCM19/20 – 0507                      To approve and sign the Certificate of Exemption for Smaller Authorities**

The exemption certificate was unanimously approved and signed.

#### **APCM19/20 – 0508                      Election of Officers**

- a) The following were unanimously elected represent the Parish Council at outside meetings and events:  
i) Low Villages Forum - All Councillors  
ii) Police NATS committee representative – The Parish Council would be represented by Bonby Neighbourhood Watch  
iii) Two councillors to represent this council at ERNLLCA district committee meetings – This item was deferred until the next meeting as clarification around the level of representation was requested by Councillors.  
b) Cllr Smith and Cllr Bishop will form the Personnel Committee  
c) Cllr Bishop will inspect the Gilman Trail, reporting findings to the Clerk monthly for action.

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Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

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**APCM19/20 – 0509**      **Re-adoption of Code of Conduct and reminder of review of Register of Interests**

The Parish Council unanimously agreed the re-adoption of the Code of Conduct and reviewed and updated the Register of Interests.

**APCM19/20 – 0510**      **Policies and Procedures**

- a) The Freedom of Information Policy was reviewed and approved.
- b) The NALC model Standing Orders 2018 were reviewed and approved.
- c) The Risk Assessments were reviewed and approved.
- d) The Financial Regulations were reviewed and approved.
- e) The Member/Officer protocol was reviewed and approved.
- f) The Equal Opportunities policy was reviewed and approved.
- g) The Grievance policy was reviewed and approved.
- h) The Asset Register reviewed and approved.

**APCM19/20 – 0511**      **Public Comment**

None