

Minutes of the Annual Meeting of Hallow Parish Council
held at Hallow Parish Hall on Monday 14th May 2018, at 19:30 hours

1. Election of Chairman

P. Hayes expressed his willingness to serve in this office. There were no other nominations. The proposal was seconded by H. Kemshall and P. Hayes was duly elected unopposed as the Council's Chairman for the Municipal Year. He signed a Declaration of Acceptance of Office and took the chair.

PH expressed thanks on behalf of the Parish to the out-going chairman T. Goldsmith for 2 years of sterling work as Chairman.

2. Election of Vice Chairman

P. Hayes nominated H. Kemshall who was willing to serve in this office. There were no other nominations. The proposal was seconded by A. Mead and H. Kemshall was duly elected unopposed as the Council's new Vice-Chairman.

3. Attendance

Present: P. Hayes (Chairman); D. Goldsmith; T. Goldsmith; J. Gregson; H. Kemshall; I. Lawrence;
L. Marson; A. Mead; J Rose; D. Tunnichiffe
In Attendance: J. Hill (Clerk)

4. Declarations of Interest

- a. Declarations of Interests: there were none.
- b. Disclosable Pecuniary Interests in items on the agenda: there were none.
- c. Other Disclosable Interests in items on the agenda: there were none.

5. Co-option of New Members

There were no applications for the one remaining vacancy on the Parish Council.

6. Election of Representatives including Member Responsibilities and Interests

Members resolved (LM/JR) the following:

- Old Churchyard: responsibility HK
- HollyBank: responsibility DG
- Village (north of the Royal Oak site): responsibility TG and JR
- Village (south of the Royal Oak site): responsibility JG and AM
- Highways / Traffic Management: responsibility PH and DT
- Hallow Village Hall: representative PH
- NDPSG: representatives HK and JR

7. Risk Assessment Review and Risk Management Inspections

- i Members reviewed the effectiveness of Risk Assessment Policies and deemed them robust and suitable for purpose. Proposed JR seconded DT, unanimous
- ii Members unanimously (TG/LM)) confirmed the on-going Risk Assessment Schedule for 2018/2019 (handyman = daily/weekly; Members = six-monthly in June and December; RoSPA = Annual).

8. Review Policies on:

Members unanimously resolved (DG/TG) as follows:

- a) Financial Regulations: to review if change of legislation / guidance
- b) Standing Orders: to review if change of legislation / guidance
- c) Code of Conduct: to review if change of legislation / guidance
- d) Risk Assessment: reviewed (see 7 above)
- e) Information available under the Freedom of Information Act and Transparency Code: revisit as part of GDPR

9. Appointment of an Internal Auditor

Members resolved (DG/TG) that they were delighted to confirm the appointment of Mr D. Hibbitt who had consented to fulfil the duties of Internal Auditor for the financial year 2018/2019.

The meeting closed at 19:50 hours.

(Chairman – 11th June 2018)