Cadney cum Howsham Parish Council

**Parish Clerk – Brian Brooks Mill Place Mill Road Hibaldstow Brigg**

**North Lincs DN20 9NL**

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**Minutes of the Annual Parish Council Meeting**

Minutes of the meeting of the Annual Cadney cum Howsham Parish Council held on Wednesday 10th May 2017 in the Village Hall Howsham

**Present:**  Cllrs JE Hempstock - Chair NJ Barnard GA Clayton PS Heath RE Kitching FF Leahy

**Also present:** BK Brooks Clerk/RFO

Cllr Heath opened the meeting

1. **Election of Chairman**

***Resolved to elect Cllr Hempstock who duly signed the Declaration of Acceptance of office.***

1. **To receive apologies and reasons for absence *None received***
2. **Election of Vice Chairman**

 ***Resolved to elect Cllr Kitching***

1. **Election of other Officers and Committee Representatives**

Village Hall / Park - ***Resolved to elect*** ***Cllr Heath***

Personnel Committee - ***Resolved to elect*** ***Cllrs : Kitching*** ***Barnard Leahy***

ERNLLCA DCM delegates - ***Resolved to elect*** **Cllrs : *Barnard Leahy***

**The following Policy Documents were reviewed and approved: -**

1. **Standing Orders**
2. **Financial Regulations**
3. **Asset Register**
4. **H & S and Financial Risk Assessment policy**
5. **Procedure for handling requests under the Freedom of Information Act 2000**
6. **Policy for the Data Protection Act 1998**
7. **Equal Opportunity Policy**
8. **Complaints Procedure**
9. **Terms and conditions of the Personnel Committee**
10. **Disciplinary & Grievance Hearing Procedure**
11. **Resolved to approve 2016/17 Annual Governance Assertions**
12. **Resolved to approve and sign the 2016/17 Annual Governance**
13. **Resolved to approve and sign the 2016/17 Accounting Statements**
14. **Councillors confirmed they have reviewed their Register of Interests**
15. **The Date/Time/Venue schedule for bi-monthly meetings was approved**