

QUENINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF QUENINGTON PARISH COUNCIL HELD AT QUENINGTON VILLAGE HALL on Thursday 9th May 2019

Present: Cllr Michael Scott (Chairman), Cllr John Dooley, Cllr Don Downes, Cllr Janet Sallis, Cllr Mike Sayer, Cllr Mitchell Watkins.

In attendance: Penny Ibbotson (Clerk)

1. **Apologies for absence:** Apologies from Cllr Anne Willis were accepted.
2. **Election of Officers:**
 - Chairman:** Mike Scott was nominated by Jan Sallis and seconded by Don Downes. All were in favour.
 - Vice Chairman:** Don Downes was nominated by John Dooley and seconded by Mitch Watkins. All were in favour.
 - Finance Officer:** Jan Sallis was nominated by Mike Scott and seconded by Don Downes. All were in favour. It was agreed that Jan would be added as a signatory to the bank account.
3. **Declarations of Acceptance of Office:** All declarations were signed by Councillors and witnessed by the Clerk.
4. **Register of Interest forms:** Register of Interest forms were circulated and Councillors will complete these and return to Cotswold District Council by 3rd June.
5. **Minutes:** The minutes of the AGM held on 10th May 2018 were signed by the chairman as a true and accurate record of the proceedings.
6. **To review and confirm Council Policy Documents:** The following policy documents were approved without amendment: Standing Orders, Financial Regulations, Donations Policy, Code of Conduct and Model Publication Scheme.

The Financial Standing Orders were amended to add that both signatories should sign the cheque stub and the Financial Risk Assessment was renamed 'Risk Assessment' as it covers more than just financial matters. Both of these items were picked up during the recent internal audit.
7. **To review Asset List:** No amendments were needed to the Asset List.
8. **To review and agree Insurance Cover:** QPC is currently in a 3 year agreement with Zurich, the premium this year is £813.30 which was approved. The schedule had been emailed to Councillors prior to the meeting and all was considered to be correct.
9. **Dates of Meetings:** The following dates were agreed, all starting at 8pm:

Thursday 11th July 2019
Thursday 12th September 2019
Thursday 14th November 2019
Thursday 9th January 2020
Thursday 12th March 2020
Thursday 14th May 2020 (AGM)

The Annual Parish Meeting will be on Thursday 23rd April 2020.

There being no further business, the meeting closed at 7.50pm

_____ Chairman

_____ Date