

COFFINSWELL PARISH COUNCIL – MINUTES OF THE ANNUAL GENERAL MEETING
WEDNESDAY 09 MAY 2018 – ST BARTHOLOMEW’S CHURCH, COFFINSWELL

Present: Cllrs Wills (Chairman), Berry, Harrington, Hermsen and Winchester
 Cllr Dewhirst (DCC)

Also present: Rachel Avery (Clerk)

No	Subject	Comments
1	To elect a Chair and Vice Chair for the Council Year 2018/19 (also serving as Planning Chair and Vice Chair).	Cllr Harrington PROPOSED Cllr Wills as Chair for 2018/19. This was SECONDED by Cllr Hermsen and APPROVED. Cllr Wills PROPOSED Cllr Harrington as Vice Chair. This was SECONDED by Cllr Berry and APPROVED.
2	The Chair will open the meeting and receive apologies.	Cllr Wills opened the meeting at 18.34. There were no apologies.
3	To declare any interests arising at this meeting.	There were no interests declared.
4	To approve the minutes of the AGM held on Thursday 18 May 2017.	It was RESOLVED to APPROVE the minutes.
5	Finance: <ul style="list-style-type: none"> • Annual Accounts <ul style="list-style-type: none"> - To approve the 2017/18 Annual Accounts - To approve the Annual Governance Statement and Annual Accounting Statements for the External Audit • Appointment of Internal Auditor • Asset register • Insurance • Policies for consideration and approval: <ul style="list-style-type: none"> - Standing Orders - Financial Regulations - Community Engagement Policy - Handling Requests for Information - FOI and Publication Scheme - Grants Policy and Procedure - Health and Safety Policy - Record Retention Policy - Social Media Policy 	Cllr Hermsen PROPOSED that the annual accounts be ACCEPTED. This was SECONDED by Cllr Wills and APPROVED. The clerk read the Annual Governance Statement. Cllr Hermsen PROPOSED that it be ACCEPTED. This was SECONDED by Cllr Berry and APPROVED. Cllr Wills duly signed the statement as required. Cllr Hermsen PROPOSED that the Annual Return be ACCEPTED. This was SECONDED by Cllr Berry and APPROVED. Cllr Wills duly signed the return. It was NOTED that Hania Lee would undertake the internal audit. Cllr Hermsen PROPOSED that the asset register to be ACCEPTED as accurate. This was SECONDED by Cllr Harrington and APPROVED. Cllr Hermsen PROPOSED that the council undertake to APPROVE the three-year term for the insurance policy with Community First. This was SECONDED by Cllr Wills and APPROVED. Cllr Wills PROPOSED that the policies be APPROVED. This was SECONDED by Cllr Hermsen and APPROVED.