

**MINUTES OF THE ANNUAL MEETING OF COTTERED AND THROCKING PARISH COUNCIL
HELD IN COTTERED VILLAGE HALL ON TUESDAY 9th MAY 2017 AT 7.30 PM**

Present: Bryan Pitman (Chair) Terry McGrath
Colin Bayles David Charles
Barry Dean

Officer attending: Denise Anderson (Clerk) 3 members of the public

The Chairman reminded the public that the meeting was being recorded for the accuracy of minute taking.

APOLOGIES

17.01 John Bull

ELECTION OF CHAIRMAN 2017-2018

17.02 Cllr Bryan Pitman was proposed by Cllr Barry Dean and seconded by Cllr David Charles. No other nominations proposed. **Cllr Bryan Pitman elected as Chairman for 2017-2018**

Cllr Pitman stated he would accept the office but that he must point out that this also meant he was to continue as Chairman of the Cottered Recreation Ground Trust (known as the Green's Trust or Parish Trust). Currently the Parish Trust does not have a secretary and as a result Cllr Pitman was undertaking all the administrative duties and urgently required assistance with this role. Councillors agreed that they would endeavor to seek the necessary support required.

CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

17.03 Cllr Bryan Pitman signed the Chairman's Declaration of Acceptance of Office

ELECTION OF VICE CHAIRMAN 2017-2018

17.04 Cllr Terry McGrath was proposed by Cllr Barry Dean and seconded by Cllr David Charles. No other nominations proposed. Cllr Terry McGrath was elected unanimously.

Resolved: Cllr Terry McGrath elected as Vice Chairman for 2017-2018

VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

17.05 Cllr McGrath signed the Vice Chairman's Declaration of Acceptance of Office

MINUTES OF THE LAST MEETING

17.06 The minutes of the Annual Parish Meeting held on Tuesday 10th May 2016 were before the meeting and signed as a correct record

TO AGREE ANNUAL REVIEWS

17.07 The following Annual Reviews were before the meeting, having been circulated previously.

Standing Orders
Code of Conduct
Financial Regulations
Risk Assessment
Register of Assets
Complaints Procedure

The Register of Assets had been updated to include the addition of a laptop and software. The Clerk had not been instructed to make any other changes or amendments to current Council documentation and they were agreed for the year 2017-2018.

The meeting closed at 7.40 pm

Signed _____

Date _____