

**MINUTES OF THE ANNUAL MEETING OF COTTERED AND THROCKING PARISH COUNCIL  
HELD IN COTTERED VILLAGE HALL ON TUESDAY 8<sup>th</sup> MAY 2018 AT 7.30 PM**

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

Officer attending: Denise Anderson (Clerk) 0 members of the public

**ELECTION OF CHAIRMAN 2018-2019**

18.01 Cllr Bryan Pitman was proposed by Cllr Barry Dean and seconded by Cllr David Charles.  
No other nominations proposed.

**Unanimously resolved to elect Cllr Bryan Pitman as Chairman for 2018-2019**

**CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

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

**ELECTION OF VICE CHAIRMAN 2018-2019**

18.03 Cllr John Bull was proposed by Cllr Terry McGrath and seconded by Cllr Barry Dean.  
No other nominations proposed.

**Unanimously resolved to elect Cllr John Bull as Vice Chairman for 2018-2019**

**VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

18.04 Cllr John Bull signed the Vice Chairman's Declaration of Acceptance of Office

**MINUTES OF THE LAST MEETING**

18.05 The minutes of the Annual Parish Meeting held on Tuesday 9<sup>th</sup> May 2017 were before the meeting  
and signed as a correct record

**TO AGREE ANNUAL REVIEWS**

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

**Standing Orders** - It was noted that there had been an amendment to the wording of Standing  
Order 1.7 which had been resolved at the Parish Council Meeting on 12<sup>th</sup> September 2017.

**Code of Conduct** – agreed

**Financial Regulations** – agreed

**Risk Assessment** - agreed but noted this document may require revision under GDPR

**Register of Assets** – agreed

**Complaints Procedure** - agreed but noted this document may require revision under GDPR

**Publication Scheme** and **Training Policy** were new documents adoption.

Councillors requested that they were given the opportunity to consider the documents and that  
they should be an Agenda item for the next Parish Council Meeting.

The meeting closed at 7.44 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_