

**Minutes of East Down Annual Parish Council Meeting
On Monday 13th May 2019 at East Down Village Hall at 7.40 p.m.**

Present: Cllrs Mr M. Wright, Chairman, Mr. R. Crossman, Cllr Mrs E. Kempf, Mr. K. Phillips, Mr. R. Tarr, District Cllr Mr J. Tucker and Clerk Mrs M. Done

Public Participation: Mr M. King

Cllr Mr Martin Wright welcomed everyone to the meeting.

1. **Apologies:** none
2. **Declaration of Acceptance of Office.** Following the uncontested election each elected officer signed the declaration of acceptance of office.
3. **Election of Chairman.** Cllr Mr M. Wright was nominated as Chair. There being no other nominations Cllr M. Wright was elected and signed the declaration of acceptance.
4. **Election of Vice Chairman.** Cllr Mr R. Crossman was nominated as Vice Chair. There being no other nominations Cllr R. Crossman was elected and signed the declaration of acceptance.
5. **To confirm the appointment of the Parish Clerk/Proper Officer.** Resolved to confirm appointment of Margaret Done.
6. **Formal Risk Assessment – covering financial and non-financial risks.** No further amendments the risk assessment revised May 2018. Resolved to approved and signed by the Chairman.
7. **Authorisation of signatures:** It was agreed that any two authorised councillors should sign cheques, stubs and vouchers for the following accounts.
 - (a) **Lloyds Bank - East Down Parish Council Account**
 - (b) **Lloyds Bank - Parish Paths Partnership Account**
 - (c) **Lloyds Bank - Rural Alliance Account.**
8. **Appointment of 3 nominees to serve on East Down Village Hall Committee**
Cllrs. Mr. K. Phillips, Mrs E. Kempf and Mrs A. Green were confirmed.
9. **Appointment of 2 Voting Representatives to North Devon Rural Alliance:** any two councillors in attendance authorised to vote.
10. **Election of Trustee for Pine Charity.** Resolved to confirm appointment of Margaret Done. The Annual Audit not yet submitted owing to changes in which needed to be checked out with Trustees. The Council was reminded by the Clerk that the Pine Charity is managed by members of the Parish and not by the Parish Council, the lead member being Mr Michael Mant.
11. **Adoption of Model Standing Orders Part 2.** Resolved to accept.

The meeting closed at 7.50 p.m.