

**Minutes of East Down Annual Parish Council Meeting  
On Monday 15<sup>th</sup> May 2017 at East Down Village Hall at 8.15 p.m.**

**Present:** Cllrs Mr. Keith Phillips Chairman, Mr. R. Crossman, Mrs E. Kempf, Mr. R. Tarr Mr M. Wright, and Clerk Mrs M Done

**Public Participation:** none

Cllr Mr Keith Phillips welcomed everyone to the meeting.

1. **Apologies:** Cllrs M. King, District Councillor J. Tucker and County Councillor A. Davis
2. **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.
3. **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.
4. **To confirm the appointment of the Parish Clerk/Proper Officer.** Resolved to confirm appointment of Margaret Done.
5. **Formal Risk Assessment – covering financial and non-financial risks.** The financial risk assessment revised 21st November 2016 was approved.
6. **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.
7. **Appointment of 3 Representatives to serve on East Down Village Hall Committee**  
Cllrs. Mr. K. Phillips, Mrs E. Kempf and Mrs A. Green were confirmed.
8. **Appointment of 2 Voting Representatives to North Devon Rural Alliance:** any two councillors in attendance authorised to vote.
9. **Election of Trustee for Pine Charity.** Resolved to confirm appointment of Margaret Done. The Annual Audit had been completed and submitted. The Clerk would check with Lloyds Bank that this account was not classed as ‘dormant’ owing to lack of use.
10. **Adoption of Model Standing Orders Part 2.** Resolved to accept.

The meeting closed at 8.30 p.m.