

**Minutes of East Down Annual Parish Council Meeting
On Monday 18th May 2015 at East Down Village Hall at 8.15 p.m.**

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

Public Participation: Mr. M. Mant and Mr. M. Smith

Cllr Mr Richard Tarr welcomed everyone to the meeting.

1. **Apologies:** none
2. **Declarations of Acceptance of Office.** All six parish councillors signed the declarations of office. It was noted that we have one vacancy, this to be advertised.
3. **Election of Chairman.** Cllr Mr. K. Phillips was nominated as Chair. There being no other nominations Cllr K. Phillips was elected and signed the declaration of acceptance.
4. **Election of Vice Chairman.** Cllr Mr M. Wright was nominated as Vice Chair. There being no other nominations Cllr M. Wright was elected and signed the declaration of 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.** The financial risk assessment approved .
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 - Rural Alliance Account.**
 - (c) **Lloyds Bank – P3 account**Councillors M. King and R. Crossman were given the bank forms to complete.
8. **Appointment of 3 Representatives to serve on East Down Village Hall Committee**
Cllr. Mrs E. Kempf Mrs A. Green and Mrs S. Price 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 elect Mrs M. Done RFO/Parish Clerk.
11. **To confirm Acceptance of Model Standing Orders Part 2.** Resolved to accept.

The meeting closed at 8.40 p.m.