

**Minutes of East Down Annual Parish Council Meeting
On Monday 19th May 2014 at East Down Village Hall at 8.35 p.m.**

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

Public Participation: none

Cllr Mr Richard Tarr welcomed everyone to the meeting.

1. **Apologies:** County Councillor Ms A. Davis, District Councillor Mr J. Tucker, Mr P. Bunch, Mr J Stout and Mrs P. Stout.
2. **Election of Chairman.** Cllr Mr. R. Tarr was nominated as Chair. There being no other nominations Cllr R. Tarr was elected and signed the declaration of acceptance of office.
3. **Election of Vice Chairman.** Cllr Mr K. Phillips was nominated as Vice Chair. There being no other nominations Cllr K. Phillips was elected and signed the declaration of office.
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 approved as on 14th January 2014.
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 - Rural Alliance Account.**
 - (c) **Lloyds Bank – P3 account**
7. **Appointment of 3 Representatives to serve on East Down Village Hall Committee**
Cllr. Mrs E. Kempf and Mrs S. Price were confirmed. Mrs Alison Green had not confirmed her agreement and the Clerk would contact her again.
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 elect Mrs M. Done RFO/Parish Clerk.
10. **To confirm Acceptance of Model Standing Orders Part 2.** Resolved to accept.

The meeting closed at 9.05 p.m.