

**Minutes of East Down Annual Parish Council Meeting
On Monday 21st May 2018 at East Down Village Hall at 7.10 p.m.**

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

Public Participation: none

Cllr Mr Martin Wright welcomed everyone to the meeting.

1. **Apologies:** Cllr Mrs E. Kempf and County Cllr Ms 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 risk assessment revised May 2018 includes:
 - The addition of asset (projector) covered by additional insurance payment
 - to conform with the new GDPR regulations a privacy policy was agreed and will be added to the website.Resolved to approve as amended and signed by the Chairman.
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 nominees 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 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.
10. **Adoption of Model Standing Orders Part 2.** Resolved to accept.

The meeting closed at 7.20 p.m.