

## East Down Parish Council

Notice of the  
**ANNUAL MEETING OF EAST DOWN PARISH COUNCIL**  
which will follow the Annual Parish Meeting

ON MONDAY 15<sup>th</sup> MAY 2017 AT EAST DOWN VILLAGE HALL

### AGENDA

1. **Apologies for absence from meeting**
2. **Election of Chairman** (The Chairman will then sign the declaration of acceptance of office)
3. **Election of Vice Chairman** (The Vice Chairman will then sign the declaration of acceptance of office)
4. **To confirm the appointment of the Parish Clerk/Proper Officer**  
(Present arrangement – The Clerk)
5. **Formal Risk Assessment – covering financial and non-financial risks.**  
(Present arrangement – report approved 21st November 2016)
6. **Authorisation of signatures:**
  - (a) **Lloyds Bank - East Down Parish Council Account**
  - (b) **Lloyds Bank - Rural Alliance Account**  
(Present arrangement – any two councillors to sign cheques, stubs and vouchers)
7. **Appointment of 3 Representatives to serve on East Down Village Hall Committee** (Present arrangement – Cllr Mrs E. Kempf, Cllr Mr K. Phillips, Mrs A. Green)
8. **Appointment of 2 Voting Representatives to North Devon Rural Alliance**
9. **Election of Trustee for Pine Charity**  
(Present arrangement – Mrs M. Done)
10. **Adoption of Standing Orders**



Signed Margaret Done (Clerk to Parish Council)