

**Kingsley Parish Council**  
**Minutes of the Annual Parish Council Meeting**  
**held on Thursday 19<sup>th</sup> April 2018 at 7.30pm in the Kingsley Centre**

Present: Cllr Chris Rigden  
Cllr Richard Coury  
Cllr Karin Clayton

In attendance: Karine Nana Yonko, Clerk  
2 members of the public

In the absence of Chairman Cllr Roger Fletcher, all councillors agreed that Cllr Chris Rigden chairs the meeting

**22.63 Apologies for Absence**

Cllr Robin Gregory  
Cllr Roger Fletcher

**22.64 Election of Chairman**

Cllr Chris Rigden asked for nominations for the post of Chairman for the year 2018/19. There was only one nomination for Chairman: Cllr Roger Fletcher.

Proposed Cllr Richard Coury  
Seconded Cllr Karin Clayton  
All agreed unanimously

**22.65 Declaration of Acceptance of Office as Chairman**

In the absence of Cllr Roger Fletcher, the declaration of acceptance for Chairman will be completed and signed at a later date in the presence of the clerk

**22.66 Election of Vice-Chairman**

Cllr Rigden asked for nominations for the post of Vice-Chairman. There was only one nomination for Vice-Chairman: Cllr Karin Clayton

Proposed Cllr Richard Coury  
Seconded Cllr Chris Rigden  
All agreed unanimously

**22.67 Declaration of Acceptance of Office as Vice-Chairman**

Cllr Karin Clayton accepted the nominations and was duly elected as Vice-Chairman for the year 2018/2019. The declaration of acceptance for Vice-Chairman were duly completed and signed.

**22.68 Election by co-option**

Cllr Claire Millhouse accepted the co-option

**22.69 Declaration of Acceptance of Office as Councillor**

Cllr C, Millhouse completed and signed the declaration of acceptance for Councillor.

**22.70 Approval of the Minutes of the Annual Parish Council Meeting held on 25th May 2017**

The Minutes were approved as a true record of the meeting and duly signed by Cllr Rigden.

Proposed Cllr Chris Rigden  
Seconded Cllr Richard Coury  
All agreed unanimously

**22.71 Registers of Interests**

Only new councillor Claire Millhouse handed out her completed register of interest form to the clerk. All the other councillors declared that they has no change of circumstances

**22.72 Review of Appendix F of Standing Orders and Agreement of Lead Councillors for 2018/19 (Appendix attached ANNEXE 1)**

It was agreed to that the appendix F of Standing Orders and Agreement of Lead Councillors for 2018/19 will be reviewed in the next few months once all councillors have work out what would be more suitable to them

**22.73 Approval of Standing Orders, Financial Regulations & Risk Assessments**

Cllr Chris Rigden suggested that the Standing Orders & Financial Regulations will be review in the next few months following changes in regulations and procedures

The following will be updated and/or added:

- 1- General Data Protection Regulation
- 2- Grant
- 3- Online Banking
- 4- Risk assessment "Online Banking"

Proposed: Cllr Chris Rigden  
Seconded: Cllr Karin Coury  
All agreed unanimously

**22.74 Approval of the Accounts for the Financial Year 2017/2018**

As it appears that not all councillors received the detailed accounts which were electronically sent to Councillors prior to the meeting, Cllr Rigden suggested to postpone the acceptance of the Accounts for the Financial Year 2017/18 to the next parish meeting to be held on Thursday 24<sup>th</sup> May 2018

It was also suggested that as not all councillors were presents to postpone the approval of HALC membership document for year 2018/19 to the next parish meeting on 24/05/18

**22.75 Date of next Annual Parish Council Meeting**

The next Annual Parish Council Meeting will be held in April 2019.

There being no further business, the meeting closed at 8:00pm.

CHAIRMAN ..... DATE .....