

Page 1 of 1
Minutes of the Annual General Meeting
Held in the Village Hall on the 14th May 2019 prior to the Parish Council Meeting

Item 1 Election of Chairman.

It was proposed by Councillor Derrick Challacombe and seconded by Councillor Tracey Stevens that Councillor Yvonne Isaac be the Chairman of the Parish Council

Item 2 Election of Vice Chair

It was proposed by Councillor Yvonne Isaac and seconded by Councillor Michael Folland that Councillor Lorna Pincombe be Vice Chair.

Item 3 Apologies

Apologies were received from Councillor Martyn Hookway, Councillor Ewan Huggons and District Councillor Rose Lock.

Item 4.1 Election to Office forms.

- Acceptance of Office forms were handed to the Clerk by Councillors Yvonne Isaac, Lorna Pincombe, Tracey Stevens, Michael Folland and Derrick Challacombe.
- Declaration of Interest Forms.
Declaration of Interest forms were handed to the Clerk from Councillors Yvonne Isaac, Lorna Pincombe, Tracey Stevens, Michael Folland and Derrick Challacombe.
- Nat West signatory forms. This is to be arranged. As the current NatWest signatory forms have been superseded. **AP1** Clerk - contact Nat West and obtain current forms.
- General Data Protection Form was completed and signed by the Councillors present.

Item 4.2 Election of representatives for other bodies and responsibilities.

- Torridge Area Advisory Group -Councillor Yvonne Isaac
- Planning subcommittee. Councillor Michael Folland and Councillor Tracey Stevens agreed to be part of the subcommittee for planning. A third person needs to be the Chair of the subcommittee. This office has not been filled. This will be reviewed at the next Parish Council meeting.
- Highways. Councillor Derrick Challacombe will hold this position
- Snow warden. Vacant to be reviewed at the next parish Council meeting
- Web Master. Councillor Ewan Huggons will continue as webmaster
- Defibrillator management and training. Councillor Ewan Huggons will continue with this position.
- Village Hall Committee member. Councillor Tracey Stevens will become the Parish Council representative on the Village Hall Committee.

Item 5 Presentation and adoption of Accounts year ending 31.03.2019.

Audit commission documents.

5a, Confirm Exemption from external audit.

This was agreed by the Parish Councillors at the extraordinary meeting held on the 1st April and the exemption form signed by the Chairman, this has now been submitted.

5b, Annual Governance Statement. (Section 1)

The Chairman read through the Annual Governance statement and signed as acceptable.

5c, Acceptance of Accounting Statement (Section 2)

The Chairman accepted and signed the accounting statement.

5d, Update of Roborough Parish Council Assets Register.

The assets register was signed by the Chairman

Item 6 Matters from the floor – None