

MINUTES OF THE ANNUAL MEETING OF WIGTOFT PARISH COUNCIL HELD ON 9th May 2019

Present: Cllr. S. Collingwood; Cllr. P. Craven; Cllr. S. Baxter; Cllr. B. Leggott; Cllr. G. Wright.

Also Present: Borough Councillor, M Cooper.

001/19 To elect the Chairman and Vice Chairman for the coming year

Cllr P Craven put his name forward for the position of Chairman. This was proposed by Cllr S Baxter and seconded by Cllr S Collingwood. The vote was unanimous in favour of electing Cllr PC as Chairman.

Cllr P Craven proposed Cllr G Wright as Vice-Chairman. Cllr GW indicated that he was willing to stand. This was seconded by Cllr B Leggott. The vote was unanimous in favour of electing Cllr GW as Vice Chairman.

Cllr Craven proceeded to chair the remaining part of the meeting. The Chairman thanked the outgoing Chairman, Cllr Collingwood on behalf of the Council for his work as Chairman over the last 2 years.

002/19 To receive the Acceptance of Office, Disclosable Pecuniary Interest and Local Choice Interest registration forms from The Chairman, Vice Chairman and Councillors.

The above forms were completed and handed to the clerk.

003/19 To confirm the notes from the annual meeting held on the 14th May 2018.

The notes from the above meeting were confirmed and signed by the Chairman as minutes.

004/19 To review and adopt the updated Financial Regulations

The Financial Regulations were reviewed and minor amendments made due to the use of online banking. It was resolved to accept the revised Financial Regulations. **ACTION: Clerk to post the updated copy on the website.**

005/19 To review quotes received for the insurance policy for all insurable risks and agree which quote to accept.

The Clerk was only able to obtain 2 quotes as not many insurance companies provide bespoke policies for Parish Councils. The quotes received were: Zurich £521.33 (existing provider); Axa £390.59 plus £50 admin fee; Axa for a 3 year deal, £371.06 plus £50 admin fee. The Clerk had compared the 2 policies and found that both policies would provide sufficient cover for the Parish Council's requirements. It was resolved to take out the Axa policy with the 3 year deal. **ACTION: Clerk to set up the new policy by the 1st June 2019.**

007/19 To review the Council's subscriptions to other bodies.

As the only current subscription is to the Lincolnshire Association of Local Councils which is due to be paid in April of each year, the Clerk suggested it would be better to review subscriptions in February. It was resolved to add this agenda item to the agenda for the February meeting. **ACTION: Clerk to action.**

008/19 To review the Council's Data Protection Policies and procedures

These policies and procedures were reviewed and it was resolved that no changes were needed.

009/19 To review the Council's Communication Policy

The policy was reviewed and it was resolved that no changes were needed. The Clerk summarised the key points of the policy.

010/19 To review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

The Clerk advised the Council that the maximum amount which could be spent under the above Act for 2018/19 is £7.86 times the number registered on the Voters Roll. This equates to £3128.28. The Council sets a budget each year for this spend which cannot be more than the amount mentioned above. The total amount paid out as donations/grants last year was £490.00 which is within the 2017/18 limit.

The Chairman closed the Annual Meeting at 19.55 and announced that the usual monthly meeting would now start.