

**Diptford Annual Parish Council Meeting
Tuesday 14 May 2019, 7.30 pm. Diptford Parish Hall**

DRAFT MINUTES

Present: Cllrs Foster (Out-going Chair), Franklin, Peach, Parker-Davidson, Crocker, Sally Smale (Clerk)

14.05.1 Election of officers

Out-going Chairman Cllr Foster took the Chair and congratulated everyone on their success in the recent uncontested election. Councillors did express regret that, on this occasion, there were no new members.

1. Election of Chair – Cllr Franklin proposed and Cllr Peach seconded Cllr Foster who accepted the role and completed the Declaration of Acceptance of Office

2. Election of Vice-Chair - Councillor Parker-Davidson proposed and Cllr Crocker seconded Cllr Franklin who accepted the role and completed the Declaration of Acceptance of Office

3. Newly-elected Councillors – all present completed the Declaration of Acceptance of Office, Cllrs Baggott and Lethbridge had signed the document for the clerk in preparation for the meeting and Cllr Hill has completed his with special dispensation for late submission to clerk due to a medical appointment.

14.05.2 Apologies for absence were received from : Cllrs Baggott, Hill and Lethbridge

14.05.3 The following members were appointed to serve on the following Committees and outside bodies and hold specific responsibilities:

Committee/Outside body	Member
Village Hall Committee	<i>Cllr Hill</i>
P3 liaison	<i>Cllr Parker-Davidson</i>
GDPR liaison	<i>Cllr Parker-Davidson</i>
Diptford Community Fund	<i>Cllrs Baggott & Lethbridge</i>
Community Lengthsman liaison	<i>Cllrs Hill and Parker-Davidson</i>
Playing Field Group	<i>Cllrs Foster & Lethbridge</i>
Health and Dementia Friendly Parish	<i>Cllr Peach</i>
Eleemosynary	<i>Cllrs Foster, Peach and Cllr Parker-Davidson (to check whether there would be a conflict of interest with his role on another committee. If so another councillor to be appointed at the June meeting)</i>

14.05.4 The following Parish Council arrangements were approved:

Description	Appointee	Comments
Snow Warden	Andrew Savery	Clerk to confirm
Internal Auditor	Alison Marshall	
Insurance	Zurich	

14.05.5 The following dates were agreed for meetings to the end of the year:

11th June, 9th July, 13th August, 10th September, 8th October, 12th November, 10th December 2019.

The Annual Parish Meeting will take place on 28th May.

14.05.6 The following policies and Council documents were re-adopted:

Statement of internal control
Standing orders
Code of conduct
Financial regulations
Assets register
Risk Schedule

Meeting finished at 8PM