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The Annual General Meeting of the Wistow Parish Council took place on Tuesday 28<sup>th</sup> May 2013 at 7.30 pm in the Village Hall, with Dr Farrar in the Chair.

Dr Farrar welcomed everyone to the meeting and stood down as Chairman.

1. Apologies for absence: Mr MacInnes and Mr Pethard
- 1.1. Present: Mr Bucknell, Mr Carter, Mrs Coles, Dr Farrar, Mr Leigh, Ms Robinson, Mr Williams.
2. APPROVE AND SIGN MINUTES OF ANNUAL GENERAL MEETING 29<sup>TH</sup> MAY 2012.  
The Minutes, having been circulated prior to the meeting were duly approved and signed.
3. ELECTION OF CHAIRMAN  
Mr Bucknell proposed and Dr Farrar seconded Mr Carter's nomination as Chairman. This was unanimously agreed and Mr Carter accepted.
4. ELECTION OF VICE CHAIRMAN  
This was deferred.
5. DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIRMAN AND VICE CHAIRMAN AND CODE OF CONDUCT FORMS TO BE SIGNED.  
The Clerk issued Declaration of Acceptance of Office form to the Chairman, Declaration of Interest forms are all up to date. Copies of the Code of Conduct were also available. The form was duly signed.
6. ADOPTION OF CODE OF CONDUCT AND FINANCIAL REGULATIONS  
The Code of Conduct and Financial Regulations had been circulated prior to the meeting. Huntingdon District Council Code of Conduct together with amendments to make is appropriate to Parish Council were approved by the Parish Council and adopted. The Financial Regulations update Model 2 (England) dated January 2004, together with amendments were discussed and approved. Adoption of both these documents was proposed by Dr Farrar, seconded by Mr Bucknell and unanimously agreed.

7. TO ALLOCATE RESPONSIBILITIES UNDER PARISH PLAN WORKING PARTIES AS FOLLOWS

Highway Warden, Ms Robinson

Litter – Mr McInnes

Countryside – Mr Williams

Village Hall – Mr MacInnes

Parish Plan – Mr Carter, Dr Farar, Mr Bucknell and Ms Robinson

7. TO CONFIRM DATES OF PARISH COUNCIL METINGS FOR 2013/14

It was confirmed that meeting will continue to be on the last Tuesday of the month for the present time, although a change of evening may be discussed for later in the year.

There being no further business Mr Carter closed the AGM at 7.55 pm