

**A COPY OF THESE MINUTES WILL SOON BE ALSO AVAILABLE ON THE WISTOW WEB SITE [www.wistovillage.info](http://www.wistovillage.info)**

The Annual General Meeting of the Wistow Parish Council took place on Tuesday 31<sup>st</sup> May 2016 at 7.30 pm in the Village Hall, with Mr Carter in the Chair.

Mr Carter welcomed everyone to the meeting and stood down as Chairman.

1. Apologies for absence: None
- 1.1. Present: Mr Carter, Mrs Coles, Mr Gregory, Ms Leaton, Mr Leigh, Mr MacInnes, Mr Bucknell, Mrs Tavener and Mr Tew. Mr Twigden, Mrs Janiak-Emery, Mr Smith and Mr Butler were also present.
2. APPROVE AND SIGN MINUTES OF ANNUAL GENERAL MEETING 26<sup>TH</sup> MAY 2015  
The Minutes, having been circulated prior to the meeting were duly approved and signed. Proposed Mr Leigh, Seconded Mr MacInnes and agreed.
3. ELECTION OF CHAIRMAN  
Mr Leigh proposed and Mr MacInnes seconded Mr Carter's nomination as Chairman. This was unanimously agreed and Mr Carter accepted.
4. ELECTION OF VICE CHAIRMAN  
Mr Leigh proposed and Mr Carter seconded Mr MacInnes's nomination as Vice Chairman, this was unanimously agreed and Mr MacInnes accepted.
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 and Vice Chairman which were signed. All Councillors completed and signed acceptance of office forms.
6. ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS  
The Standing Orders and Financial Regulations had been circulated prior to the meeting. Model Standing Orders for Local Councils NALC 2010 together with amendments and Financial Regulations NALC updated October 2014 and amended were proposed by Mr Carter, seconded by Mr Gregory and unanimously adopted. A copy of the amendments is attached to these minutes.

7.     **ADOPTION OF CODE OF CONDUCT**  
The Code of Conduct, issued by Huntingdon District Council was proposed by Mr Carter, seconded by Mr Gregory and unanimously adopted.
8.     **REVIEW OF INTERNAL AUDIT PROCEDURES**  
Our internal auditor had been consulted and she is happy with the safeguards we have in place.
9.     **APPOINTMENT OF INTERNAL AUDITOR FOR 2016/17**  
Mrs Rachel Moore had acted as Internal Auditor for this year end, it was agreed to write and ask her to act for us in 2017.
10.    **TO ALLOCATE RESPONSIBILITIES UNDER PARISH PLAN WORKING PARTIES AS FOLLOWS**  
Highways, Mr Leigh  
Litter – Mr McInnes  
Countryside – Mr Gregory  
Village Hall – Mr MacInnes and Ms Leaton
11.    **TO CONFIRM DATES OF PARISH COUNCIL METINGS FOR 2016/17**  
It was confirmed that meetings will continue to be on the last Tuesday of the month and there would be 7 meetings per year, January, March, April, May, July, September, and November. Should it be necessary to call a meeting to discuss a planning application or other urgent matter, the last Tuesday of the month would be the target.
12.    There being no further business Mr Carter closed the AGM at 7.50 pm