

**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 30<sup>th</sup> May 2017 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: Ms Leaton and Mr Leigh
- 1.1. Present: Mr Carter, Mrs Coles, Mr Gregory, Mrs Janiak-Emery, Mr MacInnes, Mr Waller, Mr Bucknell, Mrs Tavener and Mr Rogers. Mr Tew, Mrs Parker and Mr Rossin were also present.
2. APPROVE AND SIGN MINUTES OF ANNUAL GENERAL MEETING 31<sup>ST</sup> MAY 2016  
The Minutes, having been circulated prior to the meeting were duly approved and signed. Proposed Mr Waller, Seconded Mr MacInnes and agreed.
3. ELECTION OF CHAIRMAN  
Mr Gregory 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 Carter proposed and Mr Gregory 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 May 2016 and amended were proposed by Mr Carter, seconded by Mr Gregory and unanimously adopted. A copy of the amendments is attached to these minutes.

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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 2017/18  
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 2018.
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  
Website- Mrs Janiak Emery  
Trees and grass- Mr Waller
11. TO CONFIRM DATES OF PARISH COUNCIL METINGS FOR 2017/18  
It was confirmed that meetings will continue to be on the last Tuesday of the month and a meeting would be scheduled each month.
12. There being no further business Mr Carter closed the AGM at 7.35 pm