

Donhead St Andrew Parish Council

Minutes of Annual Parish Council Meeting

Friday 10th May 2019 in Donhead St Mary Village Hall at 7pm

1. Election of Chairman

There being no other nominations, P.Cnllrs resolved to elect Malcolm Cullimore as Chairman for the coming year.

Proposed SL / seconded MY / unanimous

2. Declarations of Office and Register of Interests

The Chairman will complete a Declaration of Interest form and other P.Cnllrs were asked to let the Clerk know of any changes since the last APCM - No changes declared.

3. Apologies for absence and those present:

Present: P.Cnllrs M. Cullimore (Chairman), Ms P. Maxwell-Arnot, Mrs F. Smart, M. York,
S. Luck.

Also in attendance: 1 resident; Mrs S. Harry (Clerk), Mrs J Luck (assistant Clerk)

Apologies received and accepted: P.Cnllrs Miss B Miller, S. Pyke, J. Barton,
C. Burrows.

4. Election of Vice-Chairman

There being no other nominations, P.Cnllrs resolved to elect Simon Luck as Vice-Chairman for the coming year.

Proposed MY / seconded PMA / unanimous

5. Approval of minutes - P.Cnllrs resolved to approve minutes of the APCM on 11th May 2018.

Proposed PMA / seconded MY / unanimous

6. Review of Standing Orders - The Clerk believed no changes were necessary and no alterations were suggested by P.Cnllrs. P.Cnllrs resolved to approve the existing 2018 set of Model Standing Orders, previously circulated with the agenda.

Proposed MY / seconded SL / unanimous

7. Review of Financial Regulations - P.Cnllrs resolved to approve the existing 2018 set of Financial regulations previously circulated with the agenda. The Clerk believed no changes were necessary and no alterations were suggested by P.Cnllrs

Proposed MY / seconded SL / unanimous

8. Review of Asset Register - P.Cnllrs resolved to approve the existing asset register previously circulated with the agenda and noted there had been no changes since May 2018.

Proposed MY / seconded SL / unanimous

9. Review of Risk Register -P.Cnllrs noted that it now included a specific listing of financial decisions. It was discussed that P.Cnllrs should consider having separate email addresses for any Parish council correspondence rather than using their personal email addresses. P.Cnllrs to make a future decision on having a separate council e-mail address.

Cnllr S.Luck requested that the Clerk add a risk to the risk register relating to General Data Protection Regulations and the Council's potential risk concerning mismanagement of personal information.

Proposed MY / seconded SL / unanimous

10. **Date and time of next meetings** - Donhead St Mary Village Hall.:

Full Council Meeting - 12th July 2019 at 7:30pm

Full Council Meeting - 13th September 2019 at 7:30pm

Full Council Meeting - 8th November 2019 at 7:30pm

plus planning/consultation meetings as advised