

**Minutes of the Annual General Meeting held at the Memorial Hall on 24<sup>th</sup> May 2018 following the APM**

**Present:** G. Matthews (Chair), D. Fettes (DF), P. Lawrence (PL), I. Hogg (IH), C. Frost (CF), Harry St John (Parish and District Councillor) (HSJ) and L. Walker (County Councillor) (LW)

**In attendance :** Allison Leigh (Clerk) (AL), Stephen Hookham, Paul Burgum, members of the public

**37/18. Election of Chairman:** Ian Hogg proposed Greg Matthews as Chair and Harry St John seconded the motion.

**38/18. Election of Vice-Chairman:** Susie Cusick (SC) was not present at the meeting, but GM reported that she would be happy to do it if nominated. GM proposed SC as Vice Chair. HSJ and IH seconded this.

**39/18. Apologies for absence:** Apologies were received from Andy Clements and SC.

**40/18. Public Forum:** No members of the public spoke at this time.

**41/17. Adoption of Standing Orders and Financial Regulations:** AL reported that OALC had made significant changes to the model standing orders. The council had agreed to adopt the Standing Orders of East Hagbourne Council, but with these changes will wait to adopt a revised version once ready.

The council confirmed the Financial Regulations can remain as they are.

**42/18. Confirmation of Risk Assessment and Asset Register:** Confirmed.

**43/17. Confirmation of working groups:** It was confirmed that the only working group is the Planning Working Group.

**44/18. GDPR compliance update:** AL reported that she had been in touch with SLCC who confirmed that it will be decided on the 25<sup>th</sup> May 2018 whether or not Parish Councils are required to have a Data Protection Officer. SLCC confirmed that as of the 25<sup>th</sup> May, councils need to be able to say that they are working towards compliance.

AL will wait for the ruling on the 25<sup>th</sup> May and then begin to work through the process of creating a policy. A data audit has already been undertaken along with a Cemetery database in the near future which will comply with the new data protection law.

**45/18. Finance:**

- **2017/2018 finances available for review:** A. Leigh indicated these are available to review when needed.
- **Review of 2018/2019 budget:** This was approved at the December meeting.

- **Insurance renewal:** AL reported on the options for insurance renewal. The council had a few questions which AL will report back on for completion of renewal by the 1<sup>st</sup> June 2018.

**46/17. Correspondence:** None

**47/17. Matters for report: To raise matters for discussion without decision or items for next meeting:**

None

**Date and time of next meeting:** Thursday 14<sup>th</sup> June 2018 at 7:30pm

The meeting closed at 9:20 pm.

Chairman .....

Date .....