

**MINUTES OF COSSINGTON PARISH COUNCIL ANNUAL  
MEETING HELD AT JUBILEE HALL, COSSINGTON  
ON WEDNESDAY 16<sup>th</sup> MAY 2018**

**Present:** Mrs P Weston-Webb  
Mr A Shuttlewood  
Mrs P Morelli-McKeon  
Mrs B Orridge  
Mr Howard Sanderson  
Cllr J Poland  
Mrs E Crowe Clerk

**Members of the Public:** Mr G Drew, Mrs J Diamond

**Apologies:** None

**0118 Election of Chairman**

Mrs Penny Weston-Webb was elected as Chairman.

**0218 Chairman's Report**

Mrs Weston-Webb handed a copy of her report to all of the Councillors.

**0318 Platt's Charity & Babington Charity**

Mr Drew gave a report to the Councillors regarding Babington Charity. The Councillors found it very interesting and informative and thanked him for coming along to the meeting.

Mrs Weston-Webb updated the Councillors about Platt's Charity.

**0418 Acceptance & Review of the Parish Council Constitution  
Guidelines/Standing Orders/Financial Regulations and Policies**

The Councillors all agreed that the Constitution Guidelines, Statement of Internal Control, Members Code of Conduct, Standing Order, Financial Regulations and other procedures and policies are all up to date.

The Clerk brought to the Councillors attention the comments made by the Internal Auditor re the Financial Regulations and Standing Orders. The Councillors agreed not to change the Financial Regulations for the coming year. The Clerk to look at the NALC Standing Orders and discuss with Councillors at the next Parish Council meeting.

Signed:

Date:

**0518 Annual Accounts 2017/18 Annual Governance Statement to be considered, approved & signed**

The Annual Internal Audit for the financial year from April 2017 – March 2018 have been completed by Richard Willcocks.

The Councillors considered and approved Section 1 – Annual Governance Statement 2017/18 of the Annual return for the year ended 31<sup>st</sup> March 2018. The Chairman, Mrs P Weston-Webb and the Clerk, Mrs Crowe signed on behalf of the Parish Council.

**0618 Annual Accounts 2017/18 Accounting Statement to be considered, approved & Signed**

The Councillors considered and approved Section 2 – Accounting Statements 2017/18 of the Annual return for the year ended 31<sup>st</sup> March 2018. The Chairman, Mrs P Weston-Webb and the Clerk, Mrs Crowe signed on behalf of the Parish Council

The Clerk to upload the signed Annual Return on to the Website. The Notice of the date of commencement of period for the exercise to public rights notice for the Accounts for the year ended 31<sup>st</sup> March 2018 will be placed on the notice boards for the public to view the accounts from 5<sup>th</sup> June 2018 to 14<sup>th</sup> June 2018.

**0718 GDPR Compliance**

The Data Audit – This was completed on 18<sup>th</sup> April 2018  
Two Privacy Notices – The Clerk has uploaded to the Website  
A Data Protection Policy – The Clerk to create  
A Data Breach Policy – The Clerk to create  
Registration with ICO – The Clerk has registered but had trouble with payment. ICO suggested to re submit payment end of next week.  
Individual Councillor Emails – The Clerk advised all of the Councillors to create their own individual Parish Council email addresses.

**0818 Date of Next Annual Meeting**

The next Annual Parish Council meeting will be at 7:00p.m on Wednesday 15<sup>th</sup> May 2019.

Meeting closed at 7:45pm

Signed:

Date: