**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ANNUAL PARISH COUNCIL MEETING held on Monday 9 May 2016**

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| **1** | **Present:** Graham Probert (GP); Vic Harnett (VH); Alan Dowdy (AD); Jenny Johnson (JJ); Kevan Perkins (KP); Helena Leclezio (HL); Clare Major (CM).  **Apologies**: Bryan Casbourne (BC) – due to holiday. Absence notified prior to the meeting and accepted.  **In attendance**: 1 member of the public; Ward Cllr. Carole Gandy (CG); Jano Rochefort (JR)(Clerk). |  |
| **2** | **Election of Chairman:** Cllr Graham Probert agreed to stand again as Chairman. Proposed: VH . Seconded: KP. No other nominations received.  **Cllr. Graham Probert was unanimously elected as Chairman of WGPC.** |  |
| **3** | **Election of Vice-Chairman:** Cllr Vic Harnett agreed to stand again as Vice-Chairman.  Proposed: GP . Seconded: KP. No other nominations received.  **Cllr. Vic Harnett was unanimously elected as Vice-Chairman of WGPC.** |  |
| **4** | **Completion of acceptance of office forms:**  GP and VH completed and signed their respective forms and JR countersigned them. |  |
| **5** | **To agree membership of sub-committees (if any):**  **Neighbourhood Planning Group:** BC (Chair), AD, VH and co-opted members of the public.  **Finance:** JJ and JR (clerk)  **Precept setting:** GP, VH, JJ and JR (clerk) |  |
| **6** | **To receive the accounts for the year ended 31 March 2016:**  The accounts had been internally audited by Ms Diane Malley, MAAT, and her report was circulated to councillors prior to the meeting. The Internal Audit report was duly **ACCEPTED.**  Proposed: GP. Seconded: VH. **AGREED** unanimously.  The Annual Governance Statement 2015/16 to the External Auditors (Grant Thornton) was **AGREED** and signed by GP and JR. The Accounting Statement 2015/16 for the External Auditors was also **AGREED** and signed by GP and JR. |  |
| **7** | **To consider quotes for renewed insurance policy from Came & Company and Zurich Insurance:**  The quotes and been circulated to councillors prior to the meeting. Came & Company, as brokers, had obtained quotes from 3 insurers. Although Zurich’s unsolicited quote was the cheapest by £28 it did not cover all council’s requirements.  **AGREED** to accept Came & Company’s recommendation of insuring with Ecclesiastical Insurance and for a period of 3 years.  Proposed: GP. Seconded: AD |  |
| **The meeting closed at 8.00pm** | | |