



# ABBHEY HILL PARISH COUNCIL

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## MINUTES of the Annual Meeting held on Thursday 16<sup>th</sup> May 2019 at Two Mile Ash School at 7.30pm

**Present:** Newly elected Councillors S. Galbraith, D. Simpson, A. Evans, K. Ryan and J. Spragg. 1 member of the public

Clerk: J. Vischer

1. **Apologies** – None.
2. **Signing of Declarations of Acceptance of Office** – the forms were duly signed.
3. **Election of Chairman** – Cllrs Galbraith was duly elected Chair for the forthcoming year. Proposer: Cllr Evans, seconder Cllr Ryan. Unanimous.
4. **Election of Vice Chair** – Cllr Simpson was duly elected Vice Chair for the forthcoming year. Proposer: Cllr Evans, seconder Cllr Spragg. Unanimous.
5. **Councillors' Register of Interests** – no changes. New forms were duly completed.
6. **Appointment of external representatives** for the forthcoming year –  
Parishes Forum (when not conflicting with AHPC monthly meetings) – Cllr Ryan.  
Western Expansion Area Liaison - Cllr Simpson.  
Community Annex – Cllr Evans.
7. **Annual Review of Policies** –
  - 7.1. Adoption of Code of Conduct – circulated previously. Adopted
  - 7.2. Adoption of Standing Orders – circulated previously. Adopted, subject to circulation of updated copy.
  - 7.3. Adoption of Risk Assessment Schedule – circulated previously. Adopted
  - 7.4. Adoption of Fixed Assets Schedule – circulated previously. Adopted, subject to confirmation of dog bin numbers.

Meeting closed at 7.55pm