

**Minutes of the proceedings of Annual Pittington Parish Council Meeting
held in Village Hall, 7pm, High Pittington on Tuesday 16 May 2017**

Present: Councillors: D Turnbull (Chair), J Lee,
B Fenwick, A Toal

Also in attendance: M Toal (Parish Clerk), 2 Members of the public

01/17 Introduction and Welcome

Chairman, Councillor David Turnbull welcomed everyone to the meeting.

02/17 Apologies for absence

Councillors: R Newlove
Apologies accepted and approved

03/17 Election of Chairman 2016/2017

It was proposed by Councillors J Lee and seconded by B Fenwick and A Toal that Councillor Turnbull be nominated as Chairman for the municipal year 2017/2018.

Resolved – that Councillor Turnbull be appointed Chairman of the Council for the municipal year 2017/18.

04/17 Declaration of Office

Declaration of office read and signed by Councillor David Turnbull.

05/17 Election of Vice Chairman 2016/2017

It was proposed by Councillor D Turnbull and seconded by J Lee, B Fenwick and A Toal that Councillor Newlove be nominated as Vice Chairman for the municipal year 2017/2018.

Resolved – that Councillor Newlove be appointed Vice Chairman of the Council for the municipal year 2017/18.

06/17 Cemetery Fees

Cemetery fees for St Laurence Church cemetery remain the same as 2016, new fee introduced for burial interment which stands at £150 for residents and £300 for non-residents.

07/17 Appointment of Lead Members

The appointment of Lead members:

- Planning - Cllr Robin Newlove
- Police/Crime representative - Cllr Aarron Toal
- Rights of Way - Cllr John Lee
- Allotments - Cllr David Turnbull
- Policies – Cllr D Turnbull
- Cemetery - Cllr Newlove

08/17 **Sub Committees**

Pride in Pitlington (PIP) to be a sub committee of Pitlington Parish Council.

09/17 **Adoption of Governing Documents/Policies**

All updated polices and documents approved and signed

- Standing Orders 2017
- Financial Regulations
- Publication Scheme
- Disciplinary Procedure
- Public Participation
- Allotment
- Donation/Grant Policy
- Document Retention Policy
- Public Filming, Recording or otherwise reporting – Council/Committee meetings
- Habitual Vexatious Complaints Policy
- Co-Option Policy
- Complaints and Safety Policy
- Health and Safety Policy

Cemetery policy to be updated and signed at next meeting.

Cllr D Turnbull, Chairman