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| Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com | <h1 style="margin: 0;">FREETHORPE</h1> <h2 style="margin: 0;">Parish Council</h2> <p style="margin: 0;"><i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i></p> | 46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ |
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PARISH COUNCIL YEAR 2017 - 2018

**THE ANNUAL PARISH COUNCIL MEETING
MINUTES OF THE MEETING - MONDAY 24th APRIL 2017**

PRESENT AT THE MEETING

Councillors: N. Spencer (Chair), D. Lake (Vice-Chair).
 P. Bacon, J. Church, G.P. Lamb, G. Thompson, L. Turner.
 NCC Councillor: B. Iles Broadland District Councillor: G. Nurden
 2 Members of the public

The Meeting commenced at 8.28 p.m.

1: ELECTION OF CHAIRMAN

Nominations for the post of Chairman to the Parish Council 2017-18. The only nomination was for Mr. N. Spencer – Nominated by Mrs Church, Seconded by Mr. Thompson. All In Favour. Mr. Spencer duly signed the mandatory form accepting the post.

2: APOLOGIES FOR ABSENCE

With all Councillors present there were none.

3: ELECTION OF VICE-CHAIR

Mr. Spencer called for nominations for the post of Vice-Chairman to the Parish Council for 2017-2018. The only nomination was for Mr. D. Lake – Nominated Mr. Spencer, Seconded by Mr. Bacon. All In Favour. Mr. Lake duly signed the mandatory form accepting the post.

4: DECLARATIONS

All Councillors duly signed the 'no change' form provided stating there had been no non-reported changes to their formal declarations made to Broadland Council in May 2015. *Note: The declaration of Mr. Lamb was duly signed, however the date read March 2017 when his declaration as a new Councillor was made.*

5: FINANCIAL MATTERS

The Parish Clerk Mr. S. Williamson was duly named as (continuing) Responsible Financial Officer. Mrs Lynda Boyle was formally confirmed as the Parish Council Internal Auditor. Council decided not to appoint an accounts monitor. The current cheque signatories were confirmed as Mr. N. Spencer and Mr. D. Lake. Application had been made to the Parish bankers to add Mr. G. Thompson as third signatory.

6: COMMITTEES

No Committees were currently operative and no new ones were planned for the foreseeable future.

7: WORKING PARTIES

No Working Parties were currently operative and no new ones were planned for the foreseeable future.

8: STANDING ORDERS

Council duly accepted continuance of the Standing Orders initially recommended by NALC.

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| 9: | FINANCIAL REGULATIONS |
| Council duly accepted continuance of the Financial Regulations initially recommended by NALC. | |
| 10: | CODE OF CONDUCT |
| All Councillor had prior received, agreed to observe and sign the Code of Conduct recommended by Broadland District Council and NALC. | |
| 11: | RISK ASSESSMENT |
| Council duly accepted the current Risk Assessment, however the Parish Clerk observed that this could probably be improved and hoped to work on a replacement during the year | |

The Meeting closed at 8.35 p.m.

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| <i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i> | | Dated: |
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