CULHAM PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council meeting duly convened and held on Wednesday 22nd May 2019 at Culham Parochial C of E School

Present: Cllrs S. Casey-Rerhaye (Chair), A. Steele, A. Morris and P. Owen.

In attendance: L. Dalby (Clerk)

1. **To elect the Chair of the Council and to receive the Chairman's Declaration of Acceptance of Office**

Cllr Steele proposed Cllr Casey-Rerhaye as Chair. Cllr Morris seconded the proposal and Cllr Casey-Rerhaye was duly elected and signed the Declaration of Acceptance of Office in the presence of the Clerk.

2. **To co-opt new members**

Philip Owen was co-opted onto the council and signed the Declaration of Acceptance of Office in the presence of the Clerk.

3. **To receive declarations of acceptance of office from all councillors**

Cllrs S. Casey-Rerhaye, A. Steele, A. Morris signed the Declaration of Acceptance of Office in the presence of the Clerk.

4. **To receive apologies for absence**

There were none.

5. **To receive any declarations of pecuniary interest from Members**

There were none.

6. **Public Participation**

There was none.

7. **To approve the minutes of the meeting held on 8th April 2019**

The minutes of the last meeting were agreed and signed by the Chair.

8. **To approve and adopt the Standing Orders for Culham Parish Council**

The Standing Orders were adopted.

9. **To approve and adopt the Financial Regulations for Culham Parish Council**

The Financial Regulations were adopted.

10. **To appoint an Internal Auditor**

IAC were appointed as the Internal Auditor.

11. **To review the Council asset register**

The asset register was reviewed and agreed. Council will inspect the assets on the recreation field prior to the July meeting.

12. **To review the Council insurance policy and discuss/decide on alterations**

The Council agreed accept the quote from Came and Company.

13. To review and adopt Council policies

- **Complaints Policy** – reviewed and adopted
- **Freedom of Information Policies –** reviewed and adopted.
- **Risk Assessment –** reviewed and adopted.

14. To receive Play Area Inspection report and agree any maintenance issues

It was agreed to discuss updating the playground as part of the recreation field asset review at the next meeting.

15. To agree accounts for payment

The following accounts for payment were paid between meetings

Payee and Reason	£ detail	£ VAT	£ total
L. Dalby – Clerks Salary and Expenses	204.78		204.78
HMRC – PAYE	47.00		47.00
J. Boyland – Maintenance	782.00	156.40	938.40
Mike Gilbert Planning Ltd – Consultation fees	750.00	150.00	900.00
The Grounds Care Group – Grass Verge cutting	150.00	£30.00	180.00
Came and Company - Insurance	359.97		359.97

16. Clerk's report

The Clerk reported that following discussions at the Annual Parish Meeting the grass verges would be cut fully at the next cut and a plan for next year will be agreed.

17. To discuss recreation field fence.

The quotes from Mr Woodley were discussed and it was agreed to accept the quote for £2290 to include a gate.

18. Items for report and inclusion on June's agenda

- Grass
- War Memorial
- Quarry
- Tree Planting
- Expressway
- Play Equipment
- Hydro Scheme

19. The date of the next Meeting of the Parish Council was confirmed as 10th June 2019 at Culham C of E Primary School commencing at 7.30pm.