

## **EAST RUDHAM PARISH COUNCIL**

Minutes of the Annual Parish Council Meeting held on Wednesday 15th May 2019 in the Rudhams Village Hall starting at 8.15pm

**Present:** Cllr A Elburn (Chair), Cllr M Pearson, Cllr J Dawson, Cllr H Mines, Cllr Mrs R Weeks, Cllr Mrs S Jones, Cllr R Bramley

**In attendance:** The Clerk

**Parishioners:** One

### **1. Election of Chairman**

Vice Chairman took the chair and thanked Cllr Elburn on behalf of Council for all his work as Chairman. Cllr Pearson invited nominations for Chairman and Cllr Mrs Weeks proposed Cllr Elburn was elected Chairman. All in agreement.

**Resolved that Cllr Elburn be elected Chairman.**

### **2. Election of Vice Chairman**

Cllr Elburn proposed that Cllr Pearson be elected Vice Chairman. All in agreement.

**Resolved that Cllr Pearson be elected Vice Chairman.**

### **3. Declaration of Acceptance of Office forms**

All members of Council completed their Declaration of Acceptance of Office forms, witnessed by the Clerk. Cllr Elburn also completed his Declaration of Acceptance of Office as Chairman, witnessed by the Clerk.

### **4. Apologies for absence**

Apologies for absence were received from Cllr D Hatherly and Cllr M Chenery of Horbrugh

### **5. Confirmation of the approval of Minutes of Annual Parish Council Meeting held on 15th May 2018**

Cllr Dawson confirmed that the Minutes of the 2018 Annual Parish Council Meeting had been approved at a meeting held on 19th June 2018.

### **6. Approval of the accounts for year ending 31st March 2019**

Cllr Pearson proposed that the accounts for the year ending 31st March 2019 were approved. All in agreement. Chairman and Clerk signed and dated the Receipts and Payments Account and signed the Cash Book.

**Resolved to approve the accounts.**

### **7. Confirmation of the Clerk's salary for 2019/20**

The Clerk's salary for 2019/20 was confirmed to be £2973.

**8. Review of burial fees for 2019/20**

Chairman proposed that the Exclusive Rights of Burial fees be increased to £220, the cost of a headstone to £120, and the cost of additional inscriptions be increased to £55. Cllr Bramley proposed these increases be approved. All in agreement.

**Resolved that the burial fees be revised.**

**9. Appointment of Internal Auditor for 2019/20**

Cllr Mines proposed that Mr John Lee be appointed Internal Auditor for 2019/20. All in agreement.

**Resolved that Mr John Lee be appointed Internal Auditor for financial year 2019/20.**

**10. Appointment of Responsible Financial Officer for 2019/20**

Cllr Bramley proposed that Mrs Irene Woods, the Clerk, be appointed Responsible Financial Officer for 2019/20. All in agreement.

**Resolved that Mrs Irene Woods be appointed Responsible Financial Officer for financial year 2019/20.**

**11. Date of next Annual Parish Council Meeting**

19th May 2020.

There being no further Annual Parish Council Meeting business Chairman closed the meeting at 8.28pm.