

EAST RUDHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 16th May 2017 in the Rudhams Village Hall starting at 8.15pm.

Present: Cllr A Elburn (Chair), Cllr M Wragg, Cllr J Horsfield
Cllr Mrs R Weeks, Cllr H Mines, Cllr Mrs S Jones, Cllr D Hatherly

In attendance: The Clerk

Parishioners: Two

Apologies for absence were received from Cllr M Pearson, Cllr J Dawson.

1. **Election of Chairman**

Cllr Mrs Weeks nominated Cllr Elburn. Cllr Elburn was prepared to stand again. All in favour of Cllr Elburn being elected Chairman.

Resolved that Cllr Elburn be elected Chairman

2. **Election of Vice Chairman**

Since Cllr Pearson was not present it was agreed to postpone election of Vice Chairman.

3. **Declaration of Acceptance of Office**

Chairman signed the Declaration of Acceptance of Office, witnessed by the Clerk.

4. **Apologies for absence**

Apologies for absence had been received from Cllr Pearson and Cllr Dawson.

5. **Confirmation of approval of Minutes of Annual Parish Council Meeting held on 17th May 2016**

Minutes of the Annual Parish Council meeting 2016 had been approved at a meeting held on 21st June 2016. Chairman confirmed the Minutes had been approved.

6. **Approval of accounts for year ending 31st March 2017**

Chairman and Clerk signed the receipts and payments book.

7. **Confirmation of Clerk's salary for 2017/18**

Clerk's salary for 2017/18 confirmed as £2798.

8. **Review of burial fees for 2017/18**

Chairman advised that he had researched burial fees in other areas and Council's costs were low. Cllr Horsfield proposed that costs across the board were increased by 15%.

All in agreement.

Resolved that burial fees be increased by 15%

9. Appointment of Internal Auditor for 2017/18

Cllr Mrs Weeks proposed John Lee be appointed as Internal auditor. All in favour. Chairman advised that Mr Lee was happy to continue.

Resolved that Mr John Lee be appointed Internal Auditor

10. Appointment of Responsible Financial Officer for 2017/18

Chairman proposed that the Clerk, Mrs Irene Woods, be appointed Responsible Financial Officer. All in favour..

Resolved that Mrs Irene Woods be appointed Responsible Financial Officer.

11. Date of next Annual Parish Council Meeting

15th May 2018

Chairman closed the meeting at 8.30pm.