

**MINUTES OF WESTMILL PARISH COUNCIL ANNUAL MEETING HELD REMOTELY VIA ZOOM  
DUE TO CORONAVIRUS LOCKDOWN ON****20 May 2020 AT 2.30PM**

Councillors: Michael McRae (Chairman)      Winston Pickup  
   Anne Downes                      Ray Partridge

Officer attending: Sarah Kubica (Clerk and RFO)

Present: 1 member of the public

Present: Bernadette King - applicant for Parish Councillor vacancy

**20.33 ELECTION OF CHAIR 2020/21**

Cllr McRae was proposed by Cllr Downes and seconded by Cllr Pickup. There being no other nominations Cllr McRae was elected unanimously

**20.34 CHAIR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr McRae's signature was witnessed by all present on Zoom remote meeting

**20.35 APOLOGIES**

Received from Cllr Diane Bowtell

**20.36 MINUTES OF ANNUAL MEETING HELD ON 15 MAY 2019**

These were approved and signed as a correct record

**20.37 VACANT PARISH COUNCILLOR POSITION**

Parishioner Bernadette King was proposed by Cllr Partridge and seconded by Cllr Downes. There being no other applicants Bernadette King was co-opted as Parish Councillor and signed the declaration of acceptance of office

**20.38 ADOPTION OF STATUTORY DOCUMENTS:**

- |                |                               |                     |
|----------------|-------------------------------|---------------------|
| <b>20.38.1</b> | <b>Standing Orders</b>        | Adopted unanimously |
| <b>20.38.2</b> | <b>Code of Conduct</b>        | Adopted unanimously |
| <b>20.38.3</b> | <b>Financial Regulations</b>  | Adopted unanimously |
| <b>20.38.4</b> | <b>Risk Assessment</b>        | Adopted unanimously |
| <b>20.38.5</b> | <b>Register of Assets</b>     | Adopted unanimously |
| <b>20.38.6</b> | <b>Complaints Procedure</b>   | Adopted unanimously |
| <b>20.38.7</b> | <b>Freedom of Information</b> | Adopted unanimously |

**20.39 CLOSE WESTMILL PARISH COUNCIL ANNUAL MEETING**

The meeting closed at 2.45PM