

**MINUTES of the ANNUAL MEETING of WESTMILL PARISH COUNCIL on Wednesday 17 May 2023 at 7.15pm in Westmill Village Hall****23.025 Election of Chair 2023/2024**

Cllr McMullen was proposed by Cllr Beaven and seconded by Cllr Downes. There being no other nominations Cllr McMullen was elected unanimously.

It was noted that Cllr McMullen was happy to serve as the Chair for a one-year term thereafter the position would be rotated between councillors on an annual basis. It was also noted that, to ensure consistency of process, initial parishioner communications would be encouraged via the Clerk, rather than the Chair, and then allocated to the appropriate councillor as agreed between them.

WPC took the opportunity to acknowledge the service of Mike McRae (24 years) including as past Chair, and Ray Partridge (7 years) and Winston Pickup (8 years) as past Councillors. The Village owes them a debt of gratitude and their commitment to helping their fellow parishioners has been much appreciated and should be recorded in the record of the Parish.

**23.026 Chair to sign Declaration of Acceptance of Office as Chair**

Cllr McMullen signed the Declaration of Acceptance of Office as Chair

**23.027 Apologies for absence and approval**

Apologies received from Cllr Cowler noted and approved by those present

**23.028 Approve the minutes of Annual Meeting of Westmill Parish Council held on 18 May 2022**

The minutes of the Annual Meeting of Westmill Parish Council held on 18 May 2022 were agreed as a correct record

**23.029 Adopt the following Statutory Documents:**

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| Standing Orders - approved unanimously       | Code of Conduct - approved unanimously         |
| Financial Regulations - approved unanimously | Risk Assessment - approved unanimously         |
| Complaints Procedure - approved unanimously  | Freedom of Information - approved unanimously  |
| Register of Assets - approved unanimously    | Accessibility Statement - approved unanimously |

**23.030 Close Annual Meeting of Westmill Parish Council**

The meeting closed at 7.25pm

Chair: [chair@westmillpc.org.uk](mailto:chair@westmillpc.org.uk)

Parish Clerk: [clerk@westmillpc.org.uk](mailto:clerk@westmillpc.org.uk)