

**MINUTES OF THE ANNUAL MEETING OF THE HAVERSHAM CUM LITTLE LINFORD PARISH COUNCIL HELD AT HAVERSHAM SOCIAL CENTRE ON MONDAY 15<sup>th</sup> May 2017 at 7.30pm.**

**PRESENT.**

Cllrs Burgess, Neal, Clift, Williams and Langham  
Clerk J Vischer  
3 Members of the public

**1. Apologies**

Cllrs Furniss, Watson. These were accepted.

**2. Election of Chairman** for the forthcoming year

Cllr Watson was duly elected Chair as the outgoing Chair, Cllr Burgess, had been given verbal assurances that he was willing to be nominated. Proposer Cllr Burgess, Seconder Cllr Langham. Unanimous.

**3. Election of Vice Chair** for the forthcoming year

Cllr Williams was duly elected Vice Chair - Proposer Cllr Burgess, Seconder Cllr Clift. Unanimous. The outgoing Chair, Cllr Burgess, chaired tonight's meeting.

**4. Appointment of any external representatives** & Liaison Roles for the forthcoming year

Ward Forum – Cllr Williams  
Haversham First School - Cllr Burgess  
Haversham Social & Community Centre – Cllr Clift  
MK Waste Recovery Park – Cllrs Neal, Furniss  
Save St Peter's Group – Cllr Furniss  
Parishes Forum – Cllr Langham

**5. Review and Adoption of Standing Orders**

These had been circulated beforehand. Adopted - Proposer Cllr Burgess, Seconder Cllr Neal. Unanimous.

**6. Review and Adoption of Code of Conduct**

These had been circulated beforehand. Adopted - Proposer Cllr Williams, Seconder Cllr Clift. Unanimous.

**7. Review and Adoption of Risk Assessment**

These had been circulated beforehand. Adopted, subject to three amendments - Proposer Cllr Burgess, Seconder Cllr Neal. Unanimous.

**8. Adoption of Fixed Asset Schedule**

These had been circulated beforehand. Adopted - Proposer Cllr Neal, Seconder Cllr Burgess. Unanimous.

Meeting closed 7.55pm

Signed

date