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| Clerk: Debbie Haines Email: langleyclerk@googlemail.com  **ANNUAL PARISH COUNCIL MEETING WHICH**  **HELD AT LANGLEY COMMUNITY CENTRE, LANGLEY UPPER GREEN**  **MONDAY, 13th MAY 2019 AT 7.45pm** |

**DRAFT MINUTES**

**Attended:** Cllr Elkington (Chair), Cllr Barnes, Cllr Gaillard, Cllr Rivett.

**Minutes:**  Debbie Haines

1. **APOLOGIES FOR ABSENCE**  
 Apologies received from Cllr Clark. Cllr Barnes arrived at the end of the meeting.

2. **ELECTION OF CHAIR**

Cllr Gaillard proposed Cllr Elkington; Cllr Bull seconded. All were in favour. Agreed and accepted by Cllr Elkington.

3. **ELECTION OF VICE CHAIR**

Cllr Elkington proposed that this be in abeyance during the co-opt period. All in favour for this to be carried

over to next monthly meeting.

4. **ACCEPTANCE OF OFFICE** Chair and Councillors present signed a Declaration of Acceptance of Office form. Cllr Clark’s Declaration of

Acceptance was signed and handed in.

5. **REGISTER OF MEMBERS’ INTERESTS**

Clerk circulated ‘Register of Members Interests’ forms, which were reviewed and confirmed as correct by each Councillor.

6. **FINANCIAL REGULATIONS, STANDING ORDERS AND CODE OF CONDUCT**Council reviewed Financial Regulations, Standing Orders and Code of Conduct for the forthcoming year.

a) Code of Conduct – Uttlesford District Council’s Code of Conduct adopted January 2019. Reviewed and confirmed May 2019.

b) Financial Regulations – adopted 21st September 2015. Reviewed and confirmed May 2019.

c) Model Standing Orders – Adopted September 2018. Reviewed and confirmed May 2019.

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| **SIGNED (CLERK):** Debbie Haines | **DATE:** 13th May 2019 |