**Minutes of**

 **Stapleford Tawney Annual Parish Meeting**

 held at 7pm on **Tuesday 8th May 2018**

at **Mount Farm Office, Tawney Common**

**IN ATTENDANCE**

Cllr Stuart Galloway

Cllr David Davenport

Cllr Maurice Padfield

Cllr Duncan Padfield

Cllr Peter Moring

Juliet Burr (Clerk)

**MINUTES OF LAST MEETING**

The minutes of the meeting held at 7pm on Tuesday 16th May 2017 were agreed and signed.

**MATTERS ARISING**

There were no matters arising.

**FINANCE**

Parish Council summary receipts and payments for the year end 31st March 2018

End of year audit is now required to be completed via email.

STPC completed an exemption form which demonstrates STPC has less than £25000 Precept.

 Richard Turner to be requested to be STPC’s Financial Officer.

Audit form once signed by Richard Turner to be sent to PKF Littlejohn [auditors].

**CHAIRMAN’S REPORT**

Cllr Galloway read the Chair’s annual report.

**CLERK’S REPORT**

Cllr Galloway the clerk’s annual report.

**RESOLUTIONS**

There were no resolutions for discussion

**DATE AND VENUE OF NEXT MEETING TO BE ARRANGED**