

Minutes properly numbered and filed.	Filed and on Website
Adoption of Code of Conduct and Declaration of office	Declaration of Acceptance of Office. Signed by new Cllrs. and when substitute Chair. Cllrs. are reminded by Clerk at May APCM to update their Rols.
Documents filed	Filed

Date of Review of Internal System 12th February 2019

Carried out by Sutherland-Rogers

Signature

Clerk/RFO

Mr Mr - Mr

Signature

Presented to Council

Date _____

Minute _____

Additional comments from Reviewer: