



**Minutes for the Annual Meeting of the Parish Council to be held in the Parish Rooms,
Recreation Ground, Chacewater on Friday 25^h May 2018 at 7.00pm.**

Councillors Present

Cllr M Stephens, Cllr B Bailey, Cllr P Bearham, Cllr J Carley, Cllr A Crocker, Cllr P Dyer, Cllr J Holford, Cllr C Kent, Cllr S Leech.

1. Apologies for Absence

Cllr R Knill

2. Election of Chairman

During the Election of the Chairman the Clerk took over the meeting.

Cllr M. Stephens was proposed.

Proposed – Cllr B. Bailey Seconded – Cllr P. Dyer Vote – Unanimous

Chairman M Stephens reinstated as Chair continued the meeting.

3. Election of Vice Chairman

Cllr B. Bailey

Proposed – Cllr J Carley Seconded – Cllr S Leech Vote - Unanimous

4. Minutes of the Annual Meeting of the Council held on Friday 26th May 2017

Agreed

Proposed – Cllr P Dyer Seconded – Cllr A Croker Vote - Unanimous

5. To elect the following representatives:

5.1 Responsible Financial Officer

To continue as the Clerk Mrs C Bearham

Proposed – Cllr P Dyer Seconded – Cllr B Bailey Vote - Unanimous

5.2 Internal, Internal Auditor

To continue as Cllr J Carley.

Proposed – Cllr S Leech Seconded – Cllr P Dyer Vote - Unanimous

5.3 Tree Officer

To continue as Mr G. Bailey

Proposed – Cllr B. Bailey Seconded – Cllr A Crocker Vote - Unanimous

5.4 ROW Officer

Cllr R. Knill

Proposed – Cllr J Holford Seconded – Cllr S Leech Vote - Unanimous

6. To elect representatives onto the following committees:

6.1 Chacewater Village Hall Management Committee

Cllr A Crocker

Proposed – Cllr P Dyer Seconded – Cllr S Leech Vote - Unanimous

6.2 Chacewater Bowling Club

Cllr P Bearham

Proposed – Cllr S Leech Seconded – Cllr C Kent Vote - Unanimous

6.3 Millennium Green Trust

Cllr B Bailey

Proposed – Cllr P Dyer Seconded – Cllr S Leech Vote - Unanimous

6.4 Chacewater School

Mrs C. Bearham

Proposed – Cllr A Crocker Seconded – Cllr J Holford Vote - Unanimous

6.5 Chacewater Football Club

Cllr R. Knill

Proposed – Cllr J Holford Seconded – Cllr A Crocker Vote - Unanimous

6.6 MVRG

Cllr R. Knill

Proposed – Cllr J Holford Seconded – Cllr A Crocker Vote - Unanimous

6.7 TRCNP

Cllr R. Knill

Proposed – Cllr J Holford Seconded – Cllr A Crocker Vote - Unanimous

6.8 Flood Working Group

Cllr R. Knill

Proposed – Cllr J Holford Seconded – Cllr A Crocker Vote - Unanimous

6.8 Chacewater Energy Group

Cllr J Carley

Proposed – Cllr B Bailey Seconded – Cllr S Leech Vote - Unanimous

6.9 Chacewater Projects

Cllr B Bailey

Proposed – Cllr J Carley Seconded – Cllr S Leech Vote - Unanimous

7 To set dates of meetings including precept

The current arrangements are:- Meetings are held each month with the exception of August & December. They are held on the last Friday of each month with the exception of January which is on a mid-month Friday. Planning Committee meetings are also on a Friday, mid-month. The Precept meeting is held in November on the same Friday as the Planning Committee Meeting. All meetings commence at 7pm. The Clerk will print a diary of meeting dates which will be issued to all Councillors.

15/06/2018	Mid Month Planning meeting
29/06/2018	Ordinary Meeting
13/07/2018	Mid Month Planning meeting
27/07/2018	Ordinary Meeting
14/09/2018	Mid Month Planning meeting
28/09/2018	Ordinary Meeting
12/10/2018	Mid Month Planning meeting
26/10/2018	Ordinary Meeting
16/11/2018	Mid Month Planning meeting (precept working group)
30/11/2018	Ordinary Meeting – to agree precept
11/01/2019	Ordinary Meeting
08/02/2019	Mid Month Planning meeting
22/02/2019	Ordinary Meeting
15/03/2019	Mid Month Planning meeting
29/03/2019	Ordinary Meeting
12/04/2019	Mid Month Planning meeting
26/03/2019	Annual Meeting + Ordinary Meeting
17/05/2019	Mid Month Planning meeting
31/05/2019	Annual General Meeting + Ordinary Meeting

8 To set length of meetings and duration of speaking time

As our Standing Orders - It was RESOLVED that no meeting be longer than 3 hours, and that Councillors may speak for no longer than 5 minutes on any one item.

Proposed – Cllr B Bailey Seconded – Cllr A Crocker Vote - Unanimous

9 To set procedures for public participation

As our Standing Orders - There is an agenda item for Public Question Time at the start of all meetings, and it was RESOLVED that members of the public may speak in the first 15 minutes of the meeting, for no longer than 5 minutes. If a member of the public cannot be present, he/she must write to the Clerk.

Proposed – Cllr P Bearham Seconded – Cllr J Carley Vote - Unanimous

10 Adoption of standing orders

Agreed

Proposed – Cllr P Bearham Seconded – Cllr J Carley Vote - Unanimous

11 Adoption of code of conduct

Agreed

Proposed – Cllr B Bailey Seconded – Cllr C Kent Vote - Unanimous

12 Review internal audit controls

Quarterly Accounts are prepared on an Income/Expenditure basis taking into account debtors and creditors. These accounts including a Statement of Receipts & Payments, a Bank Reconciliation and Bank Statements are provided to the Internal, Internal Auditor via e-mail or hard copy. After being audited, they are signed off by the Internal, Internal Auditor. VAT payments are identified, recorded and reclaimed. S137, S215/6, S19, S145 payments are recorded separately on the analysis sheets. All income is recorded and banked promptly. All payments are agreed and approved by the Council. The Asset Register is kept up to date and agrees with the insurance valuation. All reasonable steps are taken to assure there are no matters of noncompliance with laws, regulations and codes of practice. Opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations is provided. This information forms the Statement of Review of Internal Audit Control.

Proposed – Cllr S Leech Seconded – Cllr J Holford Vote - Unanimous

13 Review risk assessment & fire risk assessment

As agreed and adopted June 2017

Cllr B Bailey proposed we add employment policies into our risk assessments.

Proposed – Cllr P Bearham Seconded – Cllr S Leech Vote - Unanimous

14 Review insurance cover

Renewal date is November 2017 where costs will be reviewed.

Agreed

15 Review banking arrangements

Current signatories are: Cllrs. Mrs B M Bailey; J M Carley; A G Crocker; P Dyer; M Stephens

Agreed.

Close of Meeting – 19:25