



## Minutes for the Annual Meeting of the Parish Council

Agenda for the Annual Meeting of Chacewater Parish Council, held on Wednesday 29th May 2024 at 6:30pm, Chacewater Village Hall (Killifreth Room)

### MINUTES

**In attendance:** Cllr R Knill (Chairman), Cllr P Bearham (Vice-Chairman), Cllr A Beckham, Cllr J Carley, Ellr E Carlyon, Cllr A Crocker, Cllr K Surgenor, Cllr S Gribble, Cllr K Ford and Cllr P Chesworth  
Note. Mrs C Martin was also in attendance to oversee handover of new Clerk.

1. **Apologies for Absence**

Cllr S Grady, Cllr S Foster, Ward Cllr D Tudor

2. **Election of Chairman**

Cllr R Knill was proposed

3. **Election of Vice Chairman**

Cllr P Bearham was proposed

4. **Minutes of the Annual Meeting of the Council held on Friday 26<sup>th</sup> May 2023**

Accepted by all Cllr's as a true reflection and signed as such by the Chair.

5. **To elect the following representatives:**

- 5.1 Proposed by the Chair, Kathie Ford was coopted onto the Council - unanimous
- 5.2 Responsible Financial Officer – the Clerk – Claire Powell
- 5.3 Internal, Internal Auditor – Cllr's Grady and Carley
- 5.4 ROW Officer – Cllr's Knill and Ford
- 5.5 Staffing Committee – Cllr's Beckham, Knill, Bearham, Surgenor and Chesworth
- 5.6 Finance Committee – Cllr's Carley, Knill, Bearham, Carlyon and Chesworth

6. **To elect representatives to report on the following:**

- 6.1 Chacewater Village Hall Management Committee – Cllr A Crocker
- 6.2 Chacewater Bowling Club – Cllr P Bearham
- 6.2 Millennium Green – Cllr's R Knill and P Shevlin
- 6.3 Chacewater School - Cllr's A Beckham and P Bearham
- 6.4 Chacewater Football Club – Cllr P Bearham
- 6.5 Mining Villages Regeneration Group – Cllr P Chesworth
- 6.6 Community Area Partnerships (CAP) – Cllr J Carley
- 6.6 Emergency Plan – Cllr's Carlyon and Foster
- 6.7 Projects – Cllr P Chesworth
- 6.8 Chacewater Community Garden – Cllr's A Beckham and K Ford
- 6.9 Chacewater Community Energy Group – Cllr J Carley

7. **To set meeting dates for the year**

The current arrangements are:- Full Council Meetings are held each month with the exception of August. They are held on the last Wednesday of each month with the exception of December.

Planning meetings are to be held mid – monthly (if required) on a day of the week agreed by the Chairman. All meetings commence at 7pm unless otherwise agreed ahead of time.

<b>Month</b>	<b>Date</b>	<b>Meeting</b>
June	26 <sup>th</sup> Jun 2024	Full Council Meeting
July	31 <sup>st</sup> Jul 2024	Full Council Meeting
September	25 <sup>th</sup> Sep 2024	Full Council Meeting
October	30 <sup>th</sup> Oct 2024	Full Council Meeting
November	27 <sup>th</sup> Nov 2024	Full Council Meeting + Precept Setting
December	18 <sup>th</sup> Dec 2024	Full Council Meeting
January	29 <sup>th</sup> Jan 2025	Full Council Meeting
February	26 <sup>th</sup> Feb 2025	Full Council Meeting
March	26 <sup>th</sup> Mar 2025	Full Council Meeting
April	30 <sup>th</sup> Apr 2025	Full Council Meeting + Annual Meeting
May	28 <sup>th</sup> May 2025	Full Council Meeting + AGM

**8. To set length of meetings and duration of speaking time**

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

**9. To set procedures for public participation**

As per our Standing Orders - There is an agenda item for Public Question Time at the start of all meetings, and it states 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.

**10. Review banking arrangements**

Increase daily limit to cover project period to £25,000.00

Any invoice above £3,000.00 to be countersigned for approval by chair.

Signatories – Cllr's S Grady, J Carley, A Crocker, P Chesworth and C Powell

Mrs C Martin to stay on a zero hours contract and a banking signatory while the handover is ongoing with the new Clerk Mrs C Powell.

**11. WI Hall**

Council agreed that the booking fees should stay the same.

**12. Annual Risk Assessment**

Currently in date, to be reviewed by the end of March 2025.

Cllr P Bearham to go through this with Mrs C Powell (Clerk)

Meeting close: 19:26