

Minutes of the Annual Meeting of Clifton upon Teme Parish Council held on 3rd May 2018

Democratic Period/Question Time

No matters were raised.

540 Election of Chairman and signing of Declaration of Acceptance of Office

W. Bradley nominated M. Newman who was willing to serve in this office. There were no other nominations. The proposal was seconded by B. Yarnold and M. Newman was unanimously elected unopposed as the Council's Chairman for the Municipal Year. She signed a Declaration of Acceptance of Office and took the chair.

541 Election of Vice-Chairman

M. Newman nominated W. Bradley who was willing to serve in this office. There were no other nominations. The proposal was seconded by N. Parkinson and W. Bradley was unanimously elected unopposed as the Council's Vice-Chairman for the Municipal Year.

542 Attendance

Present: M Newman (Chairman); W Bradley; N Parkinson; B Yarnold
Apologies: R. Henry; County Councillor K Pollock; R. Wilks (Lengthsman)
In Attendance: District Councillor C Palethorpe; J Hill (Clerk).

The Chairman regretfully reported the resignation of Cllr H. Winer. Cllr Winer had written to Council and explained that it was with regret she was resigning due to the uninformed criticism from a minority of parishioners. Cllr Winer stated that it had been a privilege to serve as Parish Councillor and that she fully supported the current Council and Clerk, wishing them well for the future.

543 Declarations of Interest

- a. Declaration of Interests: there were none.
 - b. Declaration of Disclosable Pecuniary Interests in items on the agenda: there were none.
 - c. Declaration of Other Disclosable Interests in items on the agenda: there were none.
- There were no written requests for the Council to grant a dispensation under Section 33 of the Localism Act 2011.

544 Election of Representatives and Member Responsibilities/Interests

- a) Staffing Committee: Members unanimously resolved (BY/MN) that MN and WB and NP be elected as members of the Staffing Committee (executive committee). All 3 Cllrs confirmed their willingness to undertake the role
- b) Oversight in relation to matters pertaining to Finance: Members unanimously resolved (MN/NP) that WB be appointed. WB confirmed her willingness to undertake the role
- c) Oversight in relation to matters pertaining to the Village Green and its environs: Members unanimously resolved (WB/NP) that MN be appointed. MN confirmed her willingness to undertake the role
- d) Oversight in relation to matters pertaining to the Playing Field / Play Area / Pavilion: Members unanimously resolved (MN/WB) that BY be appointed. BY confirmed his willingness to undertake the role
- e) Oversight in relation to matters emerging from the 'Made' Neighbourhood Development Plan: deferred
- f) Representative to Nora Parson's Day Centre: Members unanimously resolved (WB/BY) that MN serve as CPC's representative to the Nora Parson's Day Centre. MN confirmed her willingness to undertake the role

545 Internal Audit and Annual Accounts 2017-2018

Members noted that the Annual Accounts were with the Internal Auditor and would be presented to the June meeting of the Council.

546 Risk Assessment Review and Risk Management Inspections

- i. Annual Review of effectiveness of Risk Assessment Policies: Members reviewed the effectiveness of Risk Assessment Policies and resolved (MN/BY) that they deemed them to be robust and suitable for purpose
- ii. Risk Assessment Schedule 2018/2019 (daily/weekly by contractor and/or named Parish Councillor; six-monthly in June and December by Members; Annual Assessment (by a professionally qualified inspector with public liability insurance)). Members reviewed the effectiveness of the Risk Assessment Schedule and resolved (MN/BY) that they deemed the schedule to be robust and suitable for purpose.

547 Documentation Review (2018/2019)

- a) Financial Regulations – review autumn 2018
- b) Standing Orders – review autumn 2018
- c) Code of Conduct – review autumn 2018

- d) Transparency Code - information item: Clifton upon Teme Parish Council is not subject to either the Transparency Code for Smaller Authorities or the Transparency Code for Larger Authorities
- e) Information available under the Freedom of Information Act - review autumn 2018.

548 Date of Next Meeting

The next Annual Council Meeting of Clifton upon Teme Parish Council will be held on a yet to be determined date in May 2019 at 19:30 hours at Clifton upon Teme Village Hall.

The meeting closed at 19:55 hours.

(Chairman – 7th June 2018