

# CLIFTON-UPON-TEME PARISH COUNCIL

**DRAFT** Minutes of the Annual Meeting of the Parish Council held Thursday 16<sup>th</sup> May 2019  
At the Village Hall commencing at 7.00 pm

**PRESENT:** Councillors J. Bowden, R. Henry, A. Henry, J. Dawson and C. Haywood.  
Also present: County Cllr K. Pollock, M. Alexander (Relief Clerk), 20 members of the Public.

**Councillor R. Henry opened the meeting in the absence of the outgoing Chairman.**

**1. Election of Chairman:** It was proposed by Cllr A. Henry, seconded Cllr R. Henry, that Cllr J. Bowden be appointed as Chairman of the Parish Council. All agreed. Cllr Bowden duly signed his Declaration of Office.

**2. Appointment of Relief Clerk:** It was proposed by Cllr Bowden, seconded Cllr C. Haywood, that M. Alexander be appointed as Relief Clerk with immediate effect. All agreed.

**3. To Consider Apologies for Absence:** Cllr S. Haywood was absent due to a holiday commitment. Approved.

**4. To receive Resignations of Office or Applications for Co-option:**

4.1: No resignations received.

4.2: It was proposed by Cllr Bowden, seconded Cllr A. Henry, that J. Colins be co-opted. All agreed. Cllr Colins signed her Declaration of Office and joined the meeting. The Clerk will notify MHDC accordingly.

**5. Election of Vice Chairman:** It was proposed by Cllr A. Henry, seconded Cllr R. Henry, that Cllr J. Dawson be appointed as Vice-Chairman. All agreed.

**6. Declarations of Interests and consideration of requests for Councillor Dispensations in line with s33 of the Localism Act 2011:**

6.1: Councillors were reminded of the need to complete Registers of Interests in accordance with election regulations.

6.2: There were no personal or prejudicial interests declared.

6.3: There were no applications for Councillor Dispensations.

**PUBLIC TIME:** There were no matters raised.

**7. To Note Standing Orders and consider any revisions required:** Noted. No revisions required.

**8. To note the Councillor Code of Conduct:** Duly noted by the Council.

**9. Schemes of Delegation:** It was proposed by Cllr Bowden, seconded Cllr C. Haywood, to appoint Members and delegated authority to the following:

9.1: Staffing Committee: Cllrs R. Henry, C. Haywood, J. Dawson. All agreed

9.2: Urgent Business Committee: Cllrs J. Bowden, J. Dawson, A. Henry & the Clerk. All agreed.

9.3: Finance Committee: Cllrs J. Bowden, A. Henry, J. Colins & the Clerk. All agreed.

**10. To Review the Council's Financial Regulations, Risk Assessments and Insurance**

**Requirements:** It was unanimously agreed to delegate the reviews to the Finance Committee and for any recommendations to be brought to a future meeting. The Clerk will circulate all documents to the Committee for review.

**11. To appoint Individuals or Groups of Councillors to the following Parish Council roles:**

11.1 It was agreed that a Finance Working Group is not required. It was further agreed that there should be no Chairman or Vice-Chairman of the Staffing or Urgent Business Committees.

11.2 It was unanimously agreed that there should be x3 cheque signatories: Cllrs J. Bowden, J. Dawson & A. Henry. Cllr A. Henry to progress the changes to the bank mandate with Cllr J. Bowden.

**12. Worcestershire CALC Area Meeting Representatives:** It was agreed that Cllrs J. Dawson and C. Haywood be appointed to this role. Clerk to notify CALC.

**13. Approval of the Minutes of the extra-ordinary meeting of the Parish Council held 30<sup>th</sup>**

**April 2019:** It was noted that no current Councillors were present at the meeting and were therefore unable to approve the content. It was also noted that the Minutes had been approved by the previous Council at the end of the said meeting.

**14. Publication of Council Minutes:** It was unanimously agreed that all draft minutes should be published within 7-10 days of a meeting, unless there is a valid reason not to do so which is approved by Members.

**There being no further business the meeting closed at 7.25 pm**