

The Minutes of the Annual Meeting of Fenny Compton Parish Council – 15th May 2017

The Minutes of the Annual Meeting of Fenny Compton Parish Council held at the Village Hall, Fenny Compton on 15th May 2017 commencing at 7:45pm

Present: Jon Dutton in the Chair, Derek Carless, Deborah Lea, Michael Guest, Ian Hartwell, Sam Parkes, Neil Andrew, Councillor Bob Stevens & Parish Clerk Catherine Lambert.

1. **Election of Chairman and to receive their Declaration of Acceptance of Office:** Derek Carless, proposed Jon Dutton for the role of Chairman, this was seconded by Deborah Lea and unanimously agreed by the Parish Council. Jon Dutton then duly signed the Chairman's Declaration of Acceptance of Office Form.
2. **To Accept Apologies for Absence:** Councillor Williams gave his apologies as he was expecting to arrive late.
3. **Declaration of Interest on Items on the Agenda:** None.
4. **Election of Vice-Chairman:** Neil Andrew proposed Derek Carless for the role of Vice-Chairman, this was seconded by Michael Guest and unanimously agreed by the Council.
5. **Confirmation of the minutes of the last Annual Parish Council Meeting:** The minutes to the last Annual Parish Council meeting were approved on the 20 June 2016.
6. **Review of delegation arrangements to sub-committees, employees and other local authorities:** None.
7. **Review terms of reference for committees:** None.
8. **Receipts of nominations to existing committees:** None.
9. **Appointment of any new committees, confirm terms of reference, numbers and receipt of nominations:** None at this point of time.
10. **Review Standing Orders, Financial Regulations and cheque signatories:** The Standing Orders were last reviewed and approved on the 18th July 2016. The internal auditor checklist and the risk assessment were reviewed and approved by the Parish Council. The Parish Council also agreed to keep the cheque signatories unchanged.
11. **Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities:** None.
12. **Review of representation on or work with external bodies and arrangements for reporting back:** It had been agreed that Derek Carless and Michael Guest would represent the Parish Council on the Neighbourhood Plan Steering Group and that they would report back monthly at Parish Council meetings. Any other work with external bodies will be done on an adhoc basis and reported back at the next Parish Council meeting.
13. **Review of inventory of land and assets including buildings and office equipment:** The fixed asset valuation was reviewed. Michael Guest, seconded by Ian Hartwell proposed its acceptance which was approved by all.
14. **Review and confirmation of arrangements for insurance cover in respect of all insured risks:** This was reviewed and updated to show the current insurance valuations. Derek Carless, seconded by Neil Andrew, proposed its acceptance which was approved by all.
15. **Review of the Council's and/or employees' memberships of other bodies:** It was agreed that the Parish Council should continue to be a member of WALC, CPRE and the Allotment Association.

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16. **Establishing or reviewing the Council's complaints procedure:** This is detailed in the Standing Orders.
17. **Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998:** This is detailed in the Standing Orders.
18. **Establishing or reviewing the Council's policy for dealing with the press/media:** This is detailed in the Standing Orders.
19. **Setting the dates, times and place of ordinary meetings of the full Council for the year ahead:**
The Clerk has already distributed diary dates for 2017, these are also displayed on the Parish Council website.

There being no further business the meeting was closed at 7.58 pm.