

The minutes of the Annual Parish Council Meeting held at the Village Hall, Fenny Compton on 21st May 2018 commencing at 7:45pm.

Present: Jon Dutton in the Chair, Derek Carless, Neil Andrew, Michael Guest, Ian Hartwell Cllr Bob Stevens, Cllr Chris Williams and Parish Clerk Lisa Andersson.

- 1. Election of Chairman and to receive their Declaration of Acceptance of Office:** Michael Guest, proposed Jon Dutton for the role of Chairman, this was seconded by Neil Andrew 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:** Sam Parkes and Cllr Stevens sent their apologies as they were unable to attend the meeting.
- 3. Declaration of Interest on Items on the Agenda:** None.
- 4. Dispensations:** None.
- 5. Election of Vice-Chairman:** Derek Carless proposed Michael Guest for the role of Vice-Chairman, this was seconded by Neil Andrew and unanimously agreed by the Council.
- 6. Confirmation of the minutes of the last Annual Parish Council Meeting:** The minutes to the last Annual Parish Council meeting were approved in the meeting on the 19 June 2017.
- 7. Review of delegation arrangements to sub-committees, employees and other local authorities:** None.
- 8. Review terms of reference for committees:** None.
- 9. Receipts of nominations to existing committees:** None.
- 10. Appointment of any new committees, confirm terms of reference, numbers and receipt of nominations:** None at this point of time.
- 11. Review Standing Orders (including Co-Option Procedures), Financial Regulations and cheque signatories:** The Parish Council agreed to adopt NALC's new model Standing Orders 2018 (with minor amendments). The adoption was proposed by Michael Guest, and seconded by Ian Hartwell, and accepted by all. It was proposed by Derek Carless to adopt the new Co-Option Procedures, and seconded by Neil Andrew. The Parish Council also agreed to keep the cheque signatories unchanged.
- 12. Review of, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities:** None.
- 13. Review of representation on or work with external bodies and arrangements for reporting back:** It had been agreed that Jon Dutton 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. It was agreed that Jon Dutton would represent the Parish Council on the Allotments Group.
- 14. Review of inventory of land and assets including buildings and office equipment:** The Fixed Asset Valuation and Insurance Asset Valuation was reviewed. Neil Andrew, seconded by Ian Hartwell proposed its acceptance which was approved by all.
- 15. Review and confirmation of arrangements for insurance cover in respect of all insured risks:** As the current service provider is no longer providing cover for Parish Councils. Two new quotations were received. This will be covered in more detail in the minutes of the May 2018 Parish Council Meeting.
- 16. Review of the Council's and/or employees' memberships of other bodies:** The membership to WALC, CPRE and the Allotment Association have been renewed in April 2018.

- 17. Establishing or reviewing the Council’s complaints procedure:** This was reviewed in February 2018.
- 18. 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.
- 19. Establishing or reviewing the Council’s policy for dealing with the press/media:** This is detailed in the Standing Orders.
- 20. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead:** The diary dates for 2018 were agreed in the December 2017 meeting, and distributed by the Clerk and displayed on the Parish Council website. **There being no further business the meeting was closed at 7.59 pm.**