

## **COFTON HACKETT PARISH COUNCIL.**

Minutes of the Annual Meeting of the Parish Council held on Monday 18th May 2015

**PRESENT:** Councillors: Mr K Duncan  
Mr R Westbury  
Mrs S Startin  
Mrs J Fay  
Mr J McQuaid  
Mrs J Webb  
Becky Howes (Clerk)

In the absence of residing Chairman the Clerk declared the meeting open at 7:30pm

### **150/15 ELECTION OF CHAIRMAN and signing of Declaration of Acceptance of Office**

150/15.1 It was proposed by Cllr Webb and seconded by Cllr Duncan, that Cllr Deeming would resume the post of Chairman. Cllr Deeming to accept and sign his declaration at Junes meeting.  
In Cllr Deeming's absence it was proposed by Cllr Webb and seconded by Cllr Duncan that Cllr Fay would take the position of Vice Chairman. This was unanimously accepted and Cllr Fay signed her Declaration of Acceptance of Office and continued to Chair the meeting.

### **151/15 APOLOGIES**

151/15.1 Mr R Deeming

### **152/15 ALL ELECTED COUNCILLORS TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**

152/15.1 All Cllr's present signed their declarations, witnessed by the Clerk. It was agreed that the Clerk would write formally to thank resigned Cllr Joe Brannan and that Cllr Startin would purchase and deliver a case of wine and card.

### **153/15 REGISTER OF INTEREST FORMS**

153/15.1 The Clerk distributed forms and stamped addressed envelopes for return within 20 days. It was agreed that the Clerk would copy and return the forms to Bromsgrove District Council.

### **154/15 Minutes**

154/15.1 It was agreed to accept the minutes of the Annual General Meeting held on 19<sup>th</sup> May 2014, previously approved and signed at the meeting of 15<sup>th</sup> September 2014.

## **155/15 TO DISCUSS MEMBERSHIP OF GROUPS AND ELECT A CHAIR/VICE CHAIR**

- 155/15.1 The Clerk reported that following the Internal Audit it was proposed that the title of Social Service should be renamed. Following a brief discussion it was agreed that Social Services would be called 'Community Services'.

### **Membership of Groups (Chair and Vice Chair)**

	<u>Chair</u>	<u>Vice Chair</u>
Planning	Cllr Duncan	Cllr Startin
F & GP	Cllr Webb	Cllr Westbury
Environment	Cllr McQuaid	Cllr Duncan
Highways	Cllr Fay	Cllr Webb
Community Services	Cllr Startin	Cllr Webb
Communications	Cllr Westbury	vacant

## **156/15 FINANCE & GENERAL PURPOSES**

- 156/15.1 It was agreed to accept the Receipt and Payments Accounts, and Fixed Asset Register which currently equates to £311,550.00, proposed by Cllr Webb, seconded by Cllr Startin.
- 156/15.2 It was agreed to approve the Annual Return, signed by Cllr Fay, proposed by Cllr Westbury, seconded by Cllr Duncan. It was agreed to adopt the recommendations of the Transparency Code, Clerk to administer.
- 156/15.3 The Bank Reconciliation as at the end of March 2015 was accepted, agreeing a closing balance of £64,835.80, proposed by Cllr Startin, seconded by Cllr Webb.
- 156/15.4 No report had been received from the Internal Auditor – item for future agenda.
- 156/15.5 Due to time constraints it was agreed to discuss and accept the Budget for 2015/16 at the next full Council meeting. Clerk instructed to distribute copies via email to the Council.
- 156/15.6 To discuss and approve Risk Assessment, after a brief discussion it was agreed to accept the Assessment as it stands with a future review. Clerk to obtain templates and amend for review and acceptance during the year.
- 156/15.7 The following Parish Council meeting dates were proposed by Cllr McQuaid, seconded by Cllr Webb and confirmed as:-  
Meetings in 2015 :-  
15th June, 20<sup>th</sup> July, 21st Sept, 19th Oct, 16th Nov, 7th Dec  
Meetings in 2016 :-  
18th Jan, 15th Feb, 21st Mar, 18th Apr, 16th May (to include the Annual Meeting)  
It was agreed that the date of the Parish Assembly would be confirmed at January's meeting.
- 156/15.8 It was proposed by Cllr Webb, seconded by Cllr Duncan to adopt the NALC Model of Standing Orders. Cllr Webb to make personalised

Parish Council amendments and to distribute. Clerk to email model to Cllr Webb.

The meeting was closed at 8.30pm

..... Chairman

<u>Minute Ref</u>	<u>Action Required</u>	<u>Who</u>
152/15.1	Letter to Joe Brannan	Clerk
152/15.1	Wine and card to Joe Brannan	Cllr Startin
153/15.1	Complete and return Dispensation forms to Clerk	All Cllr's
156/15.2	Carryout Transparency Code recommendations	Clerk
156/15.5	Distribute Budget 2015/16	Clerk
156/15.6	Review and obtain Risk Assessment templates	Clerk
156/15.8	Forward model Standing Orders to Cllr Webb	Clerk
156/15.8	Review/amend Standing Orders	Cllr Webb