

Minutes of the Annual Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 8 May 2018

Present: Cllr J Stobart (Chairman); Cllr Miss A Birch; Cllr Mrs A Mace-Leska; Cllr K Sparkes; WDC Cllr A Rhead; WDC Cllr P Phillips

Parish Clerk: Mrs Jennifer Bendall

Public: None

Apologies: Apologies were received from Cllr M Neale was on holiday, Cllr R Mann who was working, and WCC Cllr L Caborn who was out of the country.

1. Chairman's notice regarding the recording and filming of the meeting

The notice regarding the recording and filming of meetings was displayed for those present to read.

2. Election of Chairman of the Council

Cllr Sparkes proposed that Cllr Stobart be re-elected as Chairman, seconded by Cllr Mrs Mace-Leska. Agreed unanimously.

3. Record of members present

Noted.

4. Apologies and acceptance of reasons for absence

Noted.

5. Declaration of Interest (existence and nature) on Items on the Agenda

None.

6. Public Comments

None.

7. To receive the Chairman's Declaration of Acceptance of Office

The Clerk received the Chairman's Declaration of Acceptance of Office.

8. To elect the Vice Chairman of the Council

As in previous years, it was agreed that NLPC would not elect a Vice Chairman for the forthcoming year.

9. To agree dates for Council Meetings for the forthcoming Year

It was agreed to accept the suggested dates for the next year, but it was noted that the dates were flexible as they may need to be changed due to accommodate councillor availability.

12 June 2018; 10 July 2018; 11 September 2018; 9 October 2018; 13 November 2018; 11 December 2018; 8 January 2019; 12 February 2019; 12 March 2019; 9 April 2019 – Parish Assembly (Open Meeting); 14 May 2019 - Annual Meeting

10. To review Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable

It was agreed that no Committee or Working Parties are required, and that Cllr Mrs Mace-Leska would continue to review the accounts on a bi-monthly basis. It was also agreed that NLPC's Scheme of Delegation regarding responding to planning applications would continue.

11. To appoint an Internal Auditor for the financial year 2018/19

The Clerk advised that she had spoken to Mr R Smith who was willing to continue as NLPC's Independent Internal Auditor for the forthcoming year. There was discussion about the new Annual Governance and Accountability Return requirements and it was unanimously agreed to continue using Mr Smith's services.

12. To appoint Representatives to Sit on Outside Bodies

It was agreed that Cllr Mrs Mace-Leska would continue as the NLPC representative on the Claverdon & District Nursing Association Board.

13. To review Cheque Signatories and sign appropriate Bank Mandate if there are any changes

It was agreed that there were to be no changes to the cheque signatories.

14. To receive the Statement of Finances at 31 March 2018

The audited Statement of Finances as at 31 March 2018 were noted.

15. To review the Parish Council's Asset Register

It was agreed to defer the review of the Asset Register to a future meeting.

16. To agree the Parish Council Action Plan for 2018-19

The Parish Council Action Plan for the forthcoming year was unanimously agreed.

17. To review NLPC's Policy Documentation

It was agreed to defer to review the review of policy documentation until the June meeting.

18. To review the Council's insurance provision

The Clerk advised that the biennial review of the Council's insurance provision had been carried out, and it was noted that the current provider, Came & Co, was substantially higher than previously due to a newly instigated administration fee. Following discussion, it was agreed unanimously to accept the quote from broker Norris & Fisher which gave a similar cover but was nearly £100 less than the existing provider.

The Chairman closed the meeting at 8.15pm.