

**DRAFT Minutes of the Annual Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 22 May 2019**

**Present:** Cllr J Stobart (Chairman); Cllr Miss A Birch; Cllr Mrs A Mace-Leska; Cllr M Neale; Cllr K Elmhirst; Cllr N Brown; WDC Cllr A Rhead; WCC Cllr L Caborn

**Parish Clerk:** Mrs Jennifer Bendall

**Public:** None

**Apologies:** Apologies were received from Cllr Mrs F Goossens and WDC Cllr J Matecki who were both on holiday

**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 Mrs Mace Leska proposed that Cllr Jon Stobart be re-elected as Chairman, seconded by Cllr Miss A Birch. 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 receive all Councillors' Declaration of Acceptance of Office**

The Clerk received all Councillors' Declaration of Acceptance of Office

**9. To decide when any Declarations of Acceptance of Office which have not been received as provided by law, shall be received**

All Declarations of Acceptance of Office were received at the meeting.

**10. Councillors to enter financial interests in Register of Members' Interests forms or agree a date for completion within 28 days of Councils adopting Code**

The Clerk received all Councillors' Register of Members' Interests forms.

**11. To elect the Vice Chairman of the Council**

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

**12. 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 to accommodate Councillor availability. The dates are:

11 June 2019; 9 July 2019; 10 September 2019; 8 October 2019; 12 November 2019; 10 December 2019; 14 January 2020; 11 February 2020; 10 March 2020; 21 April 2019 – Parish Assembly (Open Meeting); 12 May 2020 - Annual Meeting

**13. 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.

**14. 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.

**15. To appoint an Internal Auditor for the financial year 2019/20**

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. It was unanimously agreed to continue using Mr Smith's services.

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

The Clerk advised that following the election, Mr Mann's name would be removed from the list of cheque signatories. There was discussion regarding the new electronic process for altering cheque signatories. It was unanimously agreed that Cllr Miss A Birch would become a cheque signatory with immediate effect, and that if more signatories were required they would be added in the future.

**17. To receive the Statement of Finances at 31 March 2019**

The audited Statement of Finances as at 31 March 2019 were noted.

**18. To review the Parish Council's Asset Register**

The Clerk advised that the Asset Register has been updated to include the recently purchased new and replacement grit bins.

**19. To agree the Parish Council Action Plan for 2019-20**

There was a brief discussion concerning areas NLPC could focus on for the forthcoming year, including conducting a Green Audit of the parish. It was unanimously agreed to defer setting the Parish Council Action Plan until the June 2019 meeting.

**20. To review NLPC's Policy Documentation**

The Council's policy documentation was reviewed and changes to the Risk Assessment, Standing Orders and the Publication Scheme were agreed. All other policies were readopted for the forthcoming year.

**21. To review the Council's insurance provision**

The quote received from broker Norris & Fisher was accepted, although it was unanimously agreed that NLPC would opt out of the 3 year fixed-agreement.

**22. To review subscriptions**

It was agreed to renew membership of WALC (The Warwickshire and West Midlands Association of Local Councils) and to continue paying for the Clerk's membership of the Society of Local Council Clerks.

**23. To consider training requirements for Councillors**

There was discussion regarding the training courses offered by WALC, especially those directed at new councillors, and it was agreed that the Councillors would advise the Clerk which courses, if any, they wish to attend.

The Chairman closed the meeting at 8.11 pm.