

Minutes of the Tanworth-in-Arden General Annual Meeting

held on Thursday 23rd May 2019 at Tanworth Village Hall

- 2. Present:** Councillor Willmott, Councillor O'Brien, Councillor Ross, Councillor Oakley, Councillor Jones, Councillor Saunders, Councillor Burgess, Councillor Chaudry

In attendance: Julie White- Clerk to the Council

1. Election of Chairman

Councillor Oakley proposed that Councillor Willmott is re-elected as Chairman, Councillor Jones seconded the proposal.

Councillor Burgess proposed Councillor Saunders for the Chair. A written ballot took place and the result was 4 votes to Councillor Willmott and 4 votes to Councillor Saunders. Therefore, Councillor Willmott exercised his casting vote to re-elect himself as Chairman of the Parish Council.

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

Councillor Willmott signed the Chairman's Declaration of Acceptance of Office in the presence of the Clerk.

4. Election of Vice-Chairman

Councillor Ross proposed that Councillor Saunders is re-elected for the position of Vice-Chairman. Councillor Saunders declined the nomination as he had not been consulted once during his term as Vice-Chairman.

Councillor Chaudry nominated Councillor Ross but Councillor Ross declined the nomination. Councillor Jones nominated Councillor Oakley. This was seconded by Councillor O'Brien. There were no further nominations for the post of Vice-Chairman. All in favour. Councillor Oakley was duly elected to the position of Vice-Chairman of the Parish Council.

5. To receive the Vice-Chairman's Declaration of Acceptance of Office

Councillor Oakley signed the Vice-Chairman's Declaration of Acceptance of Office in the presence of the Clerk.

6. Apologies for absence – None

7. Declarations of Personal or Prejudicial Interest - None

8. To receive the Minutes of the Annual General Meeting of 17th May 2018

It was proposed by Councillor Ross and seconded by Councillor Jones that the minutes were formally received. They had been signed at the meeting of the Full Council on 21st June 2018. All in favour.

9. To appoint Committee Members and Tree Officer.

A current list of Committees, Sub-Committees and Working Parties were distributed.

Councillor Willmott proposed that members are as listed below. The proposal was seconded by Councillor Oakley. All in favour.

The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee.

Finance Committee

Councillor Willmott	Councillor Saunders	Councillor Burgess
Councillor Oakley	Councillor O'Brien	Councillor Chaudry
Councillor Ross	Councillor Jones	

Planning Committee

Councillor O'Brien	Councillor Burgess	Councillor Saunders
Councillor Willmott	Councillor Ross	Councillor Chaudry
Councillor Oakley	Councillor Jones	

If any new Councillors are co-opted on to the Council, they will automatically become members of the Committees above.

Neighbourhood Plan Sub-Committee

Councillor Saunders, Jonathan Ashcroft, Councillor O'Brien,

Staffing Sub-Committee

Councillor Oakley, Councillor Jones, Councillor O'Brien, Councillor Burgess

Tree Officer – Sylvia Stanton. A further Tree Officer needs to be found who can carry out site visits.

10. To agree Cheque Signatories and sign appropriate mandate

Unity Trust Bank – The signatories are Councillor Willmott, Councillor Oakley, Councillor Chaudry, Councillor Burgess and the Clerk. The Chairman has full on-line access to view the accounts and submit and authorise payments. Councillors Oakley, Chaudry and Burgess have the ability to authorise transactions and the Clerk only has the ability to view the accounts and submit payments. Each transaction has to be authorised by two signatories.

It was proposed by Councillor Willmott and seconded by Councillor Oakley that no changes are made to the signatories and therefore no mandate need be signed. All in favour.

11. To review all Councillors Financial and Other Interests and to ensure that they are up to date.

Councillors were reminded to review their financial and other interests to ensure they were up to date. Any changes should be reported through the Clerk.

12. To receive a report on the capital assets and liabilities vested in the Council

The asset register had been previously circulated to all Councillors. It was proposed by Councillor Willmott and seconded by Councillor Jones that the Asset Register is accepted. All in favour. Councillor Willmott signed the Asset Register.

13. To review the Risk Register

The Risk Register had been previously circulated to all Councillors. It was proposed by Councillor Willmott that the risk register is accepted. Seconded by Councillor O'Brien. All in favour. Councillor Willmott signed the Risk Assessment.

14. To Review The Standing Orders

A copy of the current Standing Orders had been sent round to all Councillors prior to the meeting. It was noted that the Parish Council intends to adopt the Model Standing Orders soon. It was agreed that on the next agenda the PC should adopt the model Standing Orders with the alterations proposed by Councillor Ross with the exception Section 19. All in favour.

- 15. To review the Financial Regulations.** A copy of the financial regulations had been circulated to all councillors prior to the meeting. It was proposed by Councillor Willmott and seconded by Councillor Jones that there were no changes. All in favour.

16. Consider the payment of any subscriptions falling to be paid annually

A list of Annual Subscriptions was previously circulated.

<i>Description</i>	<i>Cost</i>
WALC	£747
Society Local Council Clerks	£156
CPRE	£36
Shakespeare Line Promotion Group	£5

These are agreed at the time of setting the precept. All in favour.

17. To confirm the Power of Competence

It was proposed by Councillor Willmott and seconded by Councillor Oakley that the General Power of Competency originally adopted at a meeting of the Full Council on 20th April 2017, minute number 17/18/11 is reconfirmed. All in favour.

18. To review the direct debit arrangements and to agree as appropriate their continuance, namely: **(need to add ICO from June 2019 – delete in red)**

- BT
- Direct Copiers
- Fortress
- Plusnet
- E-on
- Cascade

It was proposed by Councillor Willmott and seconded by Councillor Saunders that the above named direct debits are continued. All in favour.

19. To inspect any deeds and trust instruments in the custody of the Council

Documents are all stored at The Records Office in Warwick.

20. To Review Office Policies

The current policies are:

- 1) Management of Sickness/Absence Policy
- 2) Recruitment and Selection Policy
- 3) Health and Safety
- 4) IT/Telephone/Photocopier

- 5) Gifts and Hospitality (adopted with the Code of Conduct)
- 6) Social Media policy (adopted with the Code of Conduct)
- 7) GDPR Policy

A copy of each of these policies had been previously circulated and are also available on the website. It was agreed to make no changes to the policies above and also the ones adopted with the Code of Conduct. All in favour. The Council will look at an Equality and Diversity and Policy and Training Policy in the near future. The Filming and Recording Protocol adopted in August 2018 was also noted.

21. To review dispensation procedure – no changes.

22. To agree dates and venue for Council Meetings for the rest of the year

A list of meetings until the end of the year was circulated. It was proposed by Councillor Willmott that these are accepted. All in favour.

The meeting closed at 19.59 hrs

Signed _____ Chairman of meeting _____ Date _____