**Agenda for the Annual Meeting of the Parish Council to be held in the Parish Rooms, Recreation Ground, Chacewater on Friday 27th May 2016 at 7.00pm.**

1. **APOLOGIES FOR ABSENCE**

Cllr M Johns

1. **ELECTION OF CHAIRMAN**

Paul Dyer

Proposed – A Crocker Seconded – Martin Stephens Vote Unanimous

1. **ELECTION OF VICE CHAIRMAN**

**Martin Stephens**

Proposed – Brenda Seconded – David Vote - Unanimous

1. **MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON FRIDAY 29th MAY 2015**

Agreed

1. **TO ELECT THE FOLLOWING REPRESENTATIVES:**
	1. Responsible Financial Officer

Charlotte Bearham

Proposed – B Bailey Seconded – J Carley Vote – Unanimous (P Bearham abstained from voting)

* 1. Internal, Internal Auditor

John Carley

Proposed – B Bailey Seconded – A Crocker Vote - Unanimous

* 1. Tree Officer

Jacynth Robinson

Proposed – R Knill Seconded – P Bearham Vote - Unanimous

* 1. R O W Officer

M Johns

Proposed – B Bailey Seconded – A Crocker Vote - Unanimous

1. **TO ELECT REPRESENTATIVES ONTO THE FOLLOWING COMMITTEES:**
	1. **Chacewater Village Hall Management Committee**

A Crocker

* 1. **Chacewater Bowling Club**

P Bearham

* 1. **Millennium Green Trust Working Group**

B Bailey

* 1. **Chacewater School**

R Knill

* 1. **Chacewater Football Club**

M Buckingham

* 1. **MVRG**

D Firth

* 1. **TRCNP**

R Knill

* 1. **Flood Working Group**

R Knill

All were approved unanimously

1. **TO SET DATES OF MEETINGS INCLUDING PRECEPT**

The current arrangements are:- Meetings are held each month with the exception of August & December. They are held on the last Friday of each month with the exception of January which is on a mid month Friday. Planning Committee meetings are also on a Friday, mid month. The Precept meeting is held in November on the same Friday as the Planning Committee Meeting. All meetings commence at 7pm. The Clerk will print a diary of meeting dates which will be issued to all Councillors.

1. **TO SET LENGTH OF MEETINGS AND DURATION OF SPEAKING TIME**

It was RESOLVED that no meeting be longer than 3 hours, and that Councillors may speak for no longer than 5 minutes on any one item.

1. **TO SET PROCEDURES FOR PUBLIC PARTICIPATION**

There is an agenda item for Public Question Time at the start of all meetings, and it was RESOLVED that members of the public may speak in the first 15 minutes of the meeting, for no longer than 5 minutes. If a member of the public cannot be present, he/she must write to the Clerk.

1. **ADOPTION OF STANDING ORDERS**

If a planning application needs further information create a sub committee of Chair, Vice Chair

and Clerk to respond.

Proposed – P Bearham Seconded – Rob Knill Vote - Unanimous

1. **ADOPTION OF CODE OF CONDUCT**

It was RESOLVED that the code of conduct be adopted.

1. **REVIEW INTERNAL AUDIT CONTROLS**

Quarterly Accounts are prepared on an Income/Expenditure basis taking into account debtors and creditors. These accounts including a Statement of Receipts & Payments, a Bank Reconciliation and Bank Statements are provided to the Internal, Internal Auditor via e-mail or hard copy. After being audited, they are signed off by the Internal, Internal Auditor. VAT payments are identified, recorded and reclaimed. S137, S215/6, S19, S145 payments are recorded separately on the analysis sheets. All income is recorded and banked promptly. All payments are agreed and approved by the Council. The Asset Register is kept up to date and agrees with the insurance valuation. All reasonable steps are taken to assure there are no matters of noncompliance with laws, regulations and codes of practice. Opportunity for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations is provided. This information forms the Statement of Review of Internal Audit Control.

1. **REVIEW RISK ASSESSMENT & FIRE RISK ASSESSMENT**

Accept our risk assessments from last year but to:

Investigate the price of a professional company for risk assessment with three tenders.

To complete and update a fire risk assessment Cllr P Bearham to look into by end of next month.

Vote - Unanimous

JNC??

1. **REVIEW INSURANCE COVER**

At the Meeting of the Parish Council held on 11th Jan. 2013 the insurance was reviewed and it was RESOLVED to continue with Came & Co. and we have a contract which ends in November 2016, when the cover will be reviewed again.

Check with A Jarvis about rent for Twelveheads playarea.

1. **REVIEW BANKING ARRANGEMENTS**

Current signatories are: Cllrs. Paul Dyer; Mrs B M Bailey; J M Carley; A G Crocker; Martin Stephens; David Firth Clerk C Bearham [RFO]

Signed ………………………………………………….. Mrs Charlotte Bearham, Clerk to Chacewater Parish Council

Meeting closed 19:50.