



**Agenda for the Annual Meeting of the Parish Council to be held in the Parish Rooms,  
Recreation Ground, Chacewater on Friday 31st May 2019 at 7.00pm.**

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**Councillors present: Cllr S Leech (Chairman), Cllr B Bailey, Cllr P Bearham, Cllr A Beckham,  
Cllr A Crocker, Cllr P Dyer, Cllr R Knill, Cllr M Stephens**

**1. Apologies for Absence**

Cllr P Chesworth, Cllr J Carley

**2. Election of Chairman**

During the Election of the Chairman the Clerk took over the meeting.  
Cllr S Leech was proposed.

Proposed – Cllr M Stephens      Seconded – Cllr A Crocker      Vote – Unanimous

Chairman S Leech continued the meeting as Chairman

**3. Election of Vice Chairman**

Cllr P Chesworth

Proposed – Cllr P Dyer      Seconded – Cllr R Knill      Vote - Unanimous

**4. Minutes of the Annual Meeting of the Council held on Friday 25<sup>th</sup> May 2018**

Agreed

Proposed – Cllr A Crocker      Seconded – Cllr B Bailey      Vote - Unanimous

**5. To elect the following representatives:**

5.1 Responsible Financial Officer – Clerk/RFO, Christina Shepherdson

Proposed – Cllr R Knill      Seconded – Cllr P Dyer      Vote - Unanimous

5.2 Internal, Internal Auditor – Cllr J Carley

Proposed – Cllr M Stephens      Seconded – Cllr R Knill      Vote - Unanimous

5.3 Tree Officer – We are still looking for a tree officer for the Parish. Cllr S Leech to approach Iuean in the village

5.4 PROW Officer – Cllr R Knill

Proposed – Cllr R Knill      Seconded – Cllr A Beckham      Vote - Unanimous

**6. To elect representatives onto the following committees:**

6.1 Chacewater Village Hall Management Committee – Cllr A Crocker

Proposed – Cllr R Knill      Seconded – Cllr P Dyer      Vote - Unanimous

6.2 Chacewater Bowling Club – Cllr P Bearham

Proposed – Cllr M Stephens      Seconded – Cllr R Knill      Vote – Unanimous

6.3 Friends of Millennium Green – Cllr B Bailey

Proposed – Cllr A Crocker      Seconded – Cllr R Knill      Vote - Unanimous

6.4 Chacewater School – Clerk, Christina Shepherdson

Proposed – Cllr A Crocker      Seconded – Cllr M Stephens      Vote - Unanimous

6.5 Chacewater Football Club – Cllr R Knill

Proposed – Cllr A Crocker      Seconded – Cllr M Stephens      Vote - Unanimous

6.6 MVRG – Cllr R Knill

Proposed – Cllr B Bailey      Seconded – Cllr M Stephens      Vote - Unanimous

6.7 TRCNP – Cllr R Knill		
Proposed – Cllr B Bailey	Seconded – Cllr M Stephens	Vote - Unanimous
6.8 Flood Working Group – Cllr R Knill		
Proposed – Cllr B Bailey	Seconded – Cllr M Stephens	Vote – Unanimous
6.9 Projects group – Cllr P Chesworth		
Proposed – Cllr R Knill	Seconded – Cllr P Dyer	Vote - Unanimous

**7. 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.

Month	Meeting	Meeting Type
2019	June	14/06/2019 Mid Month Planning meeting
		29/06/2019 <b>Ordinary Meeting</b>
	July	12/07/2019 Mid Month Planning meeting
		26/07/2019 <b>Ordinary Meeting</b>
August	16/09/2019 Mid Month Planning meeting	
September	13/09/2019 Mid Month Planning meeting	
		27/09/2019 <b>Ordinary Meeting</b>
October	11/10/2019 Mid Month Planning meeting	
		25/10/2019 <b>Ordinary Meeting</b>
November	15/11/2019 Mid Month Planning meeting - Precept working group	
		29/11/2019 <b>Ordinary Meeting - Precept</b>
December	13/12/2019 Mid Month Planning meeting	
2020	January	10/01/2020 <b>Ordinary Meeting</b>
	February	14/02/2020 Mid Month Planning Meeting
		28/02/2020 <b>Ordinary Meeting</b>
March	13/03/2020 Mid Month Planning Meeting	
		27/03/2020 <b>Ordinary Meeting</b>
April	09/04/2020 Mid Month Planning Meeting	
		24/04/2020 <b>Annual Meeting + Ordinary Meeting</b>
May	15/05/2020 Mid Month Planning Meeting	
		29/05/2020 <b>AGM + Ordinary Meeting</b>

**8. To set length of meetings and duration of speaking time**

As per our Standing Orders - 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.

Proposed – Cllr P Bearham	Seconded – Cllr S Leech	Vote - Unanimous
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**9. To set procedures for public participation**

As our Standing Orders - 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.

Proposed – Cllr P Bearham      Seconded – Cllr S Leech      Vote - Unanimous

**10. Adoption of standing orders**

The Standing orders are currently under review and will be adopted at a later meeting.

**11. Adoption of code of conduct**

Agreed

Proposed – Cllr P Bearham      Seconded – Cllr S Leech      Vote - Unanimous

**12. Review internal audit controls**

Quarterly Accounts are prepared on an Income/Expenditure basis taking into account debtors and creditors. Reconciliation and Bank Statements are provided to the Internal, Internal Auditor via e-mail or hard copy along with the login details for our Accounting software, 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.

Proposed – Cllr P Bearham      Seconded – Cllr S Leech      Vote - Unanimous

**13. Review risk assessment & fire risk assessment**

As agreed, and adopted April 2019

Proposed – Cllr P Bearham      Seconded – Cllr S Leech      Vote - Unanimous

**14. Review insurance cover**

Renewal date is October 2019 where costs will be reviewed.

Proposed – Cllr P Bearham      Seconded – Cllr S Leech      Vote - Unanimous

**15. Review banking arrangements**

Current signatories are: Cllrs. Mrs B M Bailey; J M Carley; A G Crocker; S Leech; C Shepherdson (Clerk/RFO)

Close of meeting: 19:33