

# **SHUSTOKE PARISH COUNCIL**

## **ANNUAL MEETING OF THE COUNCIL**

**Monday 14<sup>th</sup> May 2018 at 7.27pm**  
**Shustoke Village Hall**

### **DRAFT MINUTES**

**(Ver 140518)**

**PRESENT:-** Councillor Chandler (Chair), Councillors R Pugh and S Taylor  
Clerk to the Council – D Jeans  
One member of the Public

#### **1. Village Hall Evacuation Procedures**

1.1 The Chair outlined the evacuation procedures.

#### **2. Apologies**

2.1 All Councillors were present.

#### **3. Declarations of Interest**

3.1 There were declarations of interest.

#### **4. Minutes of Previous Meeting (12th February 2018)**

4.1 The Annual Meeting of the Parish and the Annual General Meeting had been combined in 2017. Councillor Chandler proposed that the combined minutes were accepted as a true record, seconded by Councillor Pugh and agreed by all present.

#### **5. Election of Chair – 2018/19**

5.1 The Clerk advised that Councillor Chandler had been Chair for 3 terms. Current Council Standing Orders required that the Chair should not be re-elected for more than three consecutive terms unless no other Councillor was willing or able to take on the role of chairman. The retiring chair was then allowed to preside for a further one year term if willing to do so.

5.2 No other Councillor expressed willingness to become Chair, and Councillor Pugh nominated Councillor Chandler as Chair, seconded by Councillor Taylor. Councillor Chandler was duly elected as Chair.

#### **6. Election of Vice-Chair – 2018/19**

6.1 Councillors resolved not to appoint a Vice-Chair for 2018/19.

## **7. Review and agreement of Standing Orders**

- 7.1 Councillors re-considered the period for which a Councillor could remain as Chair of the Council. It was felt that with a small number of Councillors, a maximum three year term (extendable by one year in certain circumstances) was too short. Councillor Pugh proposed that Section 2f be amended to read six consecutive terms rather than three. This was seconded by Councillor Taylor and agreed by all present. The Clerk was directed to amend Standing Orders accordingly.

## **8. Review and agreement of Financial Regulations**

- 8.1 Councillors had considered amendments to the Financial Regulations circulated prior to the meeting. On a proposal by Councillor Chandler, seconded by Councillor Taylor the Council adopted the updated Financial Regulations

## **9. Review and agreement of Asset Register**

- 9.1 Councillors had considered amendments to the Asset Register prior to the meeting.
- 9.2 The Clerk explained that most Councils adopted an asset evaluation process based on 'fixed asset valuation' where the recorded value of the asset did not change from year to year. However, no detailed asset register had been maintained over recent years and there was no record of cost or means of identifying the majority of assets. No particular method of asset valuation was specified for authorities and the Clerk proposed a depreciation adjustment process which would enable current assets to be re-valued with effect from 31<sup>st</sup> March 2018 and adjusted in value, annually.
- 9.3 On a proposal by Councillor Chandler, seconded by Councillor Pugh, the Council adopted the asset depreciation reporting process and agreed the asset register as at 31/3/18.

## **10. Review and agreement of Risk Policy and Register**

- 10.1 Councillors had considered amendments to the Risk Register prior to the meeting.
- 10.2 On a proposal by Councillor Chandler, seconded by Councillor Taylor the Council adopted the Risk Policy and Register.

## **11. Review and agreement of Data Protection Policy**

- 11.1 Councillors had considered amendments to the Data Protection Policy prior to the meeting.
- 11.2 On a proposal by Councillor Chandler, seconded by Councillor Taylor, the Council adopted the Data Protection Policy.

## **12. Review and agreement of the Policies for Dealing with Freedom of Information and Personal Data enquiries**

- 12.1 Councillors had considered amendments to the Council's Policy for Dealing with Freedom of Information and Personal Data enquiries prior to the meeting.

12.2 On a proposal by Councillor Chandler, seconded by Councillor Pugh, the Council adopted the Policies for Dealing with Freedom of Information and Personal Data enquiries.

**13. Review and agreement of the Council's Complaints Procedure and Code of Conduct**

13.1 Councillors had considered amendments to the Council's Complaints Procedure & Code of Conduct prior to the meeting.

13.2 On a proposal by Councillor Chandler, seconded by Councillor Taylor, the Council adopted the Complaints Procedure & Code of Conduct.

**14. Confirmation of Insurance Cover**

14.1 Councillors had previously received details of three insurance quotes. On a proposal by Councillor Chandler, seconded by Councillor Pugh, the Council resolved to accept the quote of Inspire, underwritten by AXA.

**15. Membership of External Bodies**

15.1 The Clerk confirmed that the Council currently enjoyed membership of the following bodies:-

Warwickshire Association of Local Councils  
WALC Northern Area Committee  
Patient Group Forum representing Hazelwood Practice

15.2 Councillors resolved to retain membership of those groups.

**16. Contributions from Public (Maximum 30 minutes)**

16.1 The Chair invited contributions from members of the public present, but advised that items covered in the Annual Meeting should not be re-introduced.

16.2 There were no contributions.

**17. Confirmation of 2018/19 Meetings:-**

17.1 The Chair advised that the 2019 Annual Parish Meeting would be held as a separate event on 8<sup>th</sup> April.

17.2 The dates of future meetings were agreed as follows:-

13th August 2018  
12th November 2018  
11th February 2019  
8th April 2019 – Annual Parish Meeting  
13th May 2019 – Annual Meeting of the Council

The Chair closed the meeting at 7.40pm.

**I certify that the above minutes accurately reflect the meeting which took place.**

**Signed** ..... **Name** .....

**Role** ..... **Date** .....