

# **SHUSTOKE PARISH COUNCIL**

## **ANNUAL MEETING OF THE COUNCIL**

**Monday 13<sup>th</sup> May 2019 at 7.15pm**  
**Shustoke Village Hall**

### **Draft Minutes**

#### **Ver 160519**

**PRESENT:-** Councillor Chandler (Chair), Councillors G Daw, L Pugh, R Pugh and S Taylor.  
Clerk to the Council – D Jeans.  
No members of the Public

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

1.1 The Chair outlined the evacuation procedures.

#### **2. Apologies**

2.1 Apologies had been received from Rachael Gough.

#### **3. Declaration of Acceptance of Office – Councillors**

3.1 The Clerk asked Councillors to sign an acceptance of office form to enable them to lawfully exercise their role as councillor. Councillors resolved that Rachael Gough should sign a form prior to the next Council meeting.

#### **4. Declarations of Interest**

4.1 There were no declarations of interest.

4.2 The Clerk asked Councillors to complete a new 'Declaration of Interest form'. He advised that he would seek to have unnecessary detail redacted before publication on the Borough's website.

#### **5. Minutes of Previous Meeting (12th May 2018)**

5.1 The minutes of the previous Annual Meeting of the Council had been circulated. Councillor Chandler proposed that the minutes were accepted as a true record, seconded by Councillor R Pugh and agreed by all present.

#### **6. Election of Chair – 2019/20**

6.1 The Clerk advised that Councillor Chandler had been Chair for 4 terms. The current Council Standing Orders allowed a chair to serve for a continuous period of 6 years.

6.2 Councillor R Pugh nominated Councillor Chandler and this was seconded by Councillor L Pugh. On a vote, Councillor Chandler was duly elected Chair for 2019/20.

6.3 Councillor Chandler signed a Declaration of Acceptance form for the role of Chair.

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

7.1 Councillor Chandler nominated Councillor R Pugh and this was seconded by Councillor L Pugh. On a vote, Councillor R Pugh was duly elected Vice-Chair for 2019/20.

## **8. Review of Delegation to Committees and/or Employees**

8.1 Councillors resolved not to delegate any powers to Committees, nor to delegate any additional powers to the Clerk.

## **9. Review of Terms of Reference of Committees**

9.1 In the absence of any Council Committees, this item was deferred.

## **10. Nominations to Committees**

10.1 In the absence of any Council Committees, this item was deferred.

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

11.1 Councillors had considered amendments to Standing Orders circulated prior to the meeting. On a proposal by Councillor Chandler, seconded by Councillor R Pugh, the Council adopted the updated Standing Orders.

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

12.1 Councillors had considered amendments to the Financial Regulations circulated prior to the meeting. On a proposal by Councillor Chandler, seconded by Councillor L Pugh, the Council adopted the updated Financial Regulations.

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

13.1 Following the Clerk's physical review of the Council's assets, Councillors had considered the updated Asset Register prior to the meeting. On a proposal by Councillor Chandler, seconded by Councillor R Pugh, the Council adopted the updated Asset Register.

## **14. Confirmation of Insurance Cover**

14.1 The Clerk advised that Councillors had previously agreed to a three-year arrangement for the Council's insurance through Came and Company. This had provided a reduced premium. He had circulated a copy of the schedule to ensure Councillors were content with the cover provided.

14.2 The Council had also inherited from Shustoke Village Hall Committee Ltd. a three-year arrangement for the hall insurance with Zurich through the Village Hall Insurance Group. This, too, provided significant financial benefits. He had circulated a copy of the schedule to ensure Councillors were content with the cover provided.

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

16.1 Councillors had considered the Policy and Risk Register prior to the meeting.

16.2 On a proposal by Councillor Chandler, seconded by Councillor Daw, the Council adopted the Risk Policy and Register.

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

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

17.2 On a proposal by Councillor Chandler, seconded by Councillor L Pugh, the Council adopted the Complaints Procedure & Code of Conduct.

## **18. Review and agreement of the Policies for Dealing with Freedom of Information and Personal Data enquiries, and the Data Protection Policy**

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

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

## **19. Review and agreement of the Policy for Dealing with the Press/Media**

19.1 Councillors had considered a draft Policy for Dealing with the Press/Media prior to the meeting.

19.2 On a proposal by Councillor Chandler, seconded by Councillor L Pugh, the Council adopted the Policy for Dealing with the Press/Media.

