

SHUSTOKE PARISH COUNCIL

Monday 9th May 2022 at 7.30pm

ANNUAL MEETING OF THE COUNCIL

DRAFT MINUTES

Present: Councillor B Chandler (Chair - Part), Councillors N Cole, G Dupree, L Dupree, G Farr, G Noble
Clerk – David Jeans
1 member of the public (Part)

1 Apologies

1.1 All Councillors were present.

2 Declarations of Interest

2.1 There were no declarations of interest.

2.2 The Clerk reminded Councillors to complete a new form if their circumstances had changed. He advised that he would seek to have unnecessary detail redacted before publication on the Borough's website.

3 Minutes of Previous Annual Meeting of the Council (4th May 2021)

3.1 The minutes of the 2021 Annual Meeting of the Council (held via video conference) had been circulated. Councillor Chandler proposed that the minutes were accepted as a true record, seconded by Councillor Cole. This was agreed by Councillors present.

4 Election of Chair – 2022/23

4.1 Councillor Chandler explained that her maximum term of office permitted by Standing Orders had expired and asked for nominations for Council Chair for 2022/23.

4.2 Councillor Cole was nominated by Councillor Noble and seconded by Councillor L Dupree. As the only candidate, he was elected as Chair.

4.3 On behalf of the Council, Councillor Cole expressed thanks for the excellent service Councillor Chandler had given as Chair over a number of years.

4.4 Councillor Cole signed the Acceptance of Office form in the presence of the Clerk.

5 Election of Vice-Chair – 2022/23

5.1 Councillor Cole took the Chair and asked for nominations for Vice-Chair. Councillor G Dupree nominated Councillor Chandler, seconded by Councillor Noble.

- 5.2 As the only nominee, Councillor Chandler was elected as Vice-Chair.
- 5.3 The Vice-Chair signed the Declaration of Acceptance of Office form in the presence of the Clerk.

6 Review of Delegation to Committees, Working Groups and/or to the Clerk

- 6.1 Councillors resolved not to create Committees or Sub-Committees, nor to delegate any additional powers to the Clerk outside the revised Standing Orders.

7 Review of Terms of Reference of Committees or Working Groups.

- 7.1 Councillors resolved to retain the existing Terms of Reference of the Jubilee Celebrations Working Group and the Recreation Ground Working Group.

8 Nominations to Committees or Working Groups

- 8.1 Councillors L and G Dupree were re-appointed to the Jubilee Celebrations Working Group and Councillors Chandler, Cole and L Dupree to the Recreation Ground Play Equipment Working Group.

9 Review and agreement of Council Policies

- 9.1 Councillors had considered the Council's updated policies prior to the meeting and following a proposal by Councillor Chandler, seconded by Councillor L Dupree, resolved to adopt each of the following policies subject to the amendments included in each document:-

Standing Orders
Financial Regulations
Asset Register
Risk Management Policy and Risk Register
Policy for Dealing with Freedom of Information
Policy for Personal Data Enquiries
Data Protection Policy
Code of Conduct
Policy for Dealing with the Press/Media

- 9.2 Councillors agreed to revise the Complaints Procedure and its adoption was deferred to a future meeting.

10 Confirmation of Insurance Cover

- 10.1 The Clerk advised that on the 31st May, the Council would come to the end of a three-year arrangement for the Council's insurance through Gallagher. A renewal price of £460 had been quoted and a three-year deal was available, whereby the premium would remain the same, albeit with a likely £10 per annum inflation increase. The cost in 2021/22 was £393. (17% increase 2021/22 to 2022/23) He had circulated a copy of the schedule to ensure Councillors were aware of the cover provided.

- 10.2 A quotation of £361 had been received from Zurich and the Clerk had circulated details of the proposal. The quotation included a three-year deal similar to that offered by Gallacher.
- 10.3 No further quotation had been received but the Clerk advised that there was limited availability of cover for town and parish councils.
- 10.4 Councillor Cole proposed that the Council moved its insurance cover from Gallagher to Zurich and to agree a three-year contract. This was seconded by Councillor Chandler and agreed by Councillors present. The Clerk was asked to confirm the detail of the cover, particularly in relation to the Jubilee celebration event, and to amend the proposal on behalf of the Council as necessary.

11 Council’s Membership of External Bodies

- 11.1 The Council had previously agreed to renew its subscription to WALC (Warwickshire Association of Local Councils) at an annual cost of £192. Councillor Chandler was a member of the Management Committee.
- 11.2 The Council was also a current member of NWAC (North Warwickshire Association of Town and Parish Councils) and Councillor Chandler and the Clerk were Chair and Secretary respectively. The cost to the Council for 2022/23 would be £17.50. Councillors resolved to continue its membership
- 11.3 The Village Hall Management Committee terms of reference required a Parish Councillor to be appointed Chair, and Councillor G Dupree was nominated to take on that role. It was agreed that Councillor Cole would remain Treasurer, and that Councillor Chandler should continue as a Committee member.
- 11.4 Councillor Noble reported she was a member of the Alms-house Committee and she was asked to represent the Council on the Committee.
- 11.5 A Parish Councillor had previously sat on the School Governors’ body and Councillors were keen to re-establish its presence. This item was deferred pending further discussions with the School.
- 11.6 Councillor Chandler reported that the Patient Participation Group had ceased to operate during the pandemic, but it was likely to be re-established. Councillor Chandler was asked to continue her involvement with the Group.

12 Confirmation of 2022/23 Meeting dates

- 12.1 Councillors agreed the following schedule of meeting dates for 2022/23, normally the last Monday of each month:-

Ordinary Meeting	7.30pm Monday 27 th June 2022 CHANGED TO 11th July 2022
Ordinary Meeting	7.30pm Monday 22 nd August 2022
Ordinary Meeting	7.30pm Monday 31 st October 2022
Ordinary Meeting	7.30pm Monday 19 th December 2022 (To include precept discussion and decision)

Ordinary Meeting
Annual Meeting of the Parish
Annual Meeting of the Council

7.30pm Monday 27th February 2023
PROVISIONAL – 27th March 2023
7.30pm Monday 8th May 2023

There being no further business, the meeting closed at 8:15pm.

I certify that the above minutes, comprising four pages accurately reflect the meeting which took place.

Signed **Name**

Chair **Date**

