

SHUSTOKE PARISH COUNCIL

Monday 15th May 2023 at 7.30pm

ANNUAL MEETING OF THE COUNCIL

APPROVED MINUTES

Present: Councillors G. Dupree, L. Dupree and G. Farr
Joint Clerks – David Jeans and Neil Millard
3 members of the public (Part)

In the absence of the outgoing Chairperson who had not sought re-election as a councillor, Councillor Farr was elected by the members present to preside at the commencement of the meeting.

1 Apologies

1.1 All Councillors were present.

2. Declarations of Acceptance of Office

2.1 All members of the Council declared their acceptance of office.

3. Election of Chairman for the 2023/2024 Municipal Year

3.1 It was RESOLVED that Councillor G. Dupree be elected Chairman for the 2023/2024 Municipal Year.

3.2 The Chairman expressed his gratitude to the former Chair and Vice-Chair for their commitment and service to the council.

4. Appointment of Vice-Chairman for the 2023/2024 Municipal Year

4.1 It was RESOLVED that Councillor Farr be appointed Vice-Chairperson for the 2023/2024 Municipal Year.

5 Declaration of Acceptance of Office by the Chairman

5.1 Councillor Dupree declared his acceptance of the office of Chairman.

6 Consideration Of Co-Option Of Additional Councillors

6.1 It was RESOLVED that G. Noble be co-opted to become a member of the council.

7 Welcome by Chair to new Councillors and Declaration of Acceptance of Office – co-opted Councillors

7.2 Councillor Noble declared her acceptance of office.

8 Welcome to new Parish Clerk

8.1 The Chairman welcomed the new Clerk to the Council, Neil Millard.

8.2 The Chairman expressed the gratitude of the Council to the outgoing Clerk for his help and service over many years and offered his best wishes for the future.

9 Minutes of Previous Annual Meeting of the Council (9th May 2022)

- 9.1 The minutes of the 2022 Annual Meeting of the Council had been circulated to all members. It was RESOLVED that the Minutes of the Previous Annual Meeting be approved as a true and correct record and be signed by the Chairman.

10 Review of Delegations to Committees, Working Groups and/or to the Clerk

- 10.1 Councillors resolved not to create Committees or Sub-Committees, nor to delegate any additional powers to the Clerk

11 Review and Adoption of Terms of Reference of Committees or Working Groups.

- 11.1 Members agreed to defer consideration of review of the terms of reference of the Recreation Ground Working Group to the next meeting pending confirmation of the constitution of the “Friends of Shustoke Recreation Ground”

12 Nominations to Committees or Working Groups

- 12.1 Councillor L. Dupree was re-appointed to represent the Council on the Recreation Ground Working Group.

13 Review and adoption of Standing Orders

- 13.1 Members resolved to make no amendments to the contents of the Council’s Standing Orders
13.2 The Chairman remarked that the document required re-formatting.

14 Review and adoption of Financial Regulations

- 14.1 Members resolved to make no amendments to the Council’s financial regulations.

15 Review of Asset Register

- 15.1 The Council’s Asset Register had been considered by members prior to the meeting and members resolved to make no amendments.

16 Review and adoption of Risk Management Policy and Risk Register

- 16.1 The Council’s policy had been considered by members prior to the meeting and members resolved to make no amendments.

17 Review and adoption of Council’s Policy for Dealing with Freedom of Information, Personal Data enquiries, & Data Protection Policy

- 17.1 The Council’s policy had been considered by members prior to the meeting and members resolved to make no amendments.

18 Review and adoption of Council’s Complaints Procedure & Code of Conduct

- 18.1 The Council’s complaints procedure and code of conduct had been considered by members prior to the meeting and members resolved to make no amendments.

19 Review and adoption of Council’s Policy for Dealing with the Press/Media

19.1 The Council’s policy had been considered by members prior to the meeting and members resolved to make no amendments.

20 Review and adoption of Council’s Email Policy and Retention of Documents Policy

20.1 The proposed policy and recommendations had been considered by members prior to the meeting.

20.2 It was RESOLVED that all members of the Council have a separate Council email account.

20.3 Members agreed that employer’s liability certificates be retained for a minimum of twelve years.

20.4 Subject to the above amendments it was RESOLVED that the Council’s draft email and retention of documents policies be adopted.

21 Confirmation of Insurance Cover and Registration with Information Commissioner’s Office

21.1 The Clerk reported that the Council was about to enter the second year of a three-year agreement with Zurich Insurance.

21.2 Members agreed to add the items comprising the trim trail in the Recreation Ground to the policy and to meet the cost of any resulting additional premium.

21.3 The Clerk reported that registration with the Information Commissioner was a legal requirement as a local authority processing personal information. He further reported that as such he had paid the relevant fee to renew the registration.

22 Council’s Membership of External Bodies

22.1 Members agreed to renew its membership of the Warwickshire Association of Local Councils.

23 Confirmation of 2023/24 Council Meeting Dates

23.1 Councillors agreed the following schedule of meeting dates for the 2023/2024 municipal year and subject to further consideration of a date for an ordinary meeting in October

Ordinary Meeting	7.30pm Monday 26th June 2023
Ordinary Meeting	7.30pm Monday 21st August 2023
Ordinary Meeting	7.30pm Monday 18th December 2023 (To include precept discussion and decision)
Ordinary Meeting	7.30pm Monday 26th February 2024
Annual Meeting of the Parish	25th March 2024
Ordinary Meeting	7.30pm Monday 29th April 2024

There being no further business, the meeting closed at 8:00pm.