

Spelsbury Parish Council

MINUTES 201705ACM DRAFT

MAY 8, 2017 7.30 PM

SPELSBURY MEMORIAL HALL

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| ATTENDEES | Rick Leyland, Graham Beacham, Craig Richardson, Anne Ogilvie (Clerk), Neil Owens (WODC), one member of the public |
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1. ELECTION OF CHAIR OF COUNCIL

Rick Leyland was elected as Chair of the Council. Proposed by Craig Richardson, seconded by Graham Beacham. Acceptance of Office form was signed.
Rick thanked Graham for his work over the year of his being Chair of the Council.

2. ELECTION OF VICE CHAIR OF THE COUNCIL

Helen Datson was elected as Vice Chair of the Council. Proposed by Rick Leyland, seconded by Craig Richardson. Council voted and agreed.

3. APOLOGIES FOR ABSENCE

Paul Rowley, Helen Datson

4. DECLARATION OF INTERESTS

There were no declarations of interest

5. APPROVAL OF MINUTES OF LAST MEETING

Minutes of last year's ACM, 201605ACM, were approved and signed

6. APPROVAL AND ADOPTION OF STANDING ORDERS

201605ACM - It was resolved to create and adopt Standing Orders for the Council.

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| <i>Action – Standing Orders to be created</i> | <i>Completed</i> |
| <i>Action – Standing Orders to be adopted</i> | <i>Completed</i> |

It was resolved to approve and adopt the Standing Orders for the Council

7. APPROVAL AND ADOPTION OF FINANCIAL REGULATIONS

201605ACM - It was resolved to create and adopt Financial Regulations for the Council

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| <i>Action – Financial Regulations to be created</i> | <i>Completed</i> |
| <i>Action – Financial Regulations to be adopted</i> | <i>Completed</i> |

It was resolved to approve and adopt the Financial Regulations for the Council

8. APPOINTMENT OF INTERNAL AUDITOR

It was resolved appoint Julian Horsey as the internal auditor for the year.

9. CREATION OF COMMITTEES

The Council decided that no committees are required this year.

10. COMMITTEE TERMS OF REFERENCE

Not required as no Committees are required this year.

11. CREATION OF WORKING GROUPS

a. Local Plan / Neighbourhood Plan

Members to serve – Rick Leyland, Craig Richardson, Helen Datson

12. REVIEW OF ASSET REGISTER

The Asset Register was reviewed and approved by the Council.

13. REVIEW OF INSURANCE POLICY

201605ACM - The insurance policy was reviewed. It was agreed that an alternative quotation would be sought, and decision regarding which policy would be most appropriate and cost effective would be made at next ordinary Council Meeting

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| Action – Clerk to find alternative policies, review, compare and report to next ordinary Council Meeting | Completed |
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It was resolved to keep the current insurance policy

14. REVIEW OF COUNCIL POLICIES

201605ACM - It was resolved to create and adopt Council policies.

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| Action – Policies to be created and adopted. | Completed |
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The Council policies were reviewed.
It was agreed that the Health and Safety Policy needs to be reviewed.

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| Action – Health and Safety Policy to be reviewed, and updated if required | By – Parish Clerk |
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15. TIMES AND DATES OF ORDINARY MEETINGS OF THE COUNCIL FOR THE NEXT YEAR

Times and dates for ordinary meetings were agreed

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| May 16 2017 at 7.30 pm July 04 2017 at 7.30 pm September 05 2017 at 7.30 pm November 07 2017 at 7.30 pm January 09 2018 at 7.30 pm March 06 2018 at 7.30 pm May 01 2018 at 7.30 pm Next Annual Meeting May 08 2018 at 7.30 pm | |
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