

# Spelsbury Parish Council

## MINUTES 201805ACM

MAY 22, 2017 8.07 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Rick Leyland, Graham Beacham, Craig Richardson, Helen Datson, Anne Ogilvie (Clerk)
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### 1. ELECTION OF CHAIRMAN OF COUNCIL

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

### 2. ACCEPTANCE OF OFFICE

The Acceptance of Office form was signed.

### 3. ELECTION OF VICE CHAIRMAN 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.

### 4. APOLOGIES FOR ABSENCE

Simeon Harvey

### 5. DECLARATION OF INTERESTS

There were no declarations of interest

### 6. APPROVAL OF MINUTES OF LAST MEETING

The minutes of the last meeting were approved and signed

### 7. APPROVAL AND ADOPTION OF STANDING ORDERS

It was agreed to hold the adoption of the revised Standing Orders to give Councillors more time to read them, as new Model Standing Orders have been created by NALC.

Action – Council to read revised Standing Orders	By - Council
Action – Approval and adoption of Standing Orders to be included in agenda of next Council meeting	By - Clerk

### 8. APPROVAL AND ADOPTION OF FINANCIAL REGULATIONS

It was resolved to approve and adopt the Financial Regulations.

### 9. APPOINTMENT OF INTERNAL AUDITOR

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

### 10. CREATION OF COMMITTEES

The Council decided that no committees are required this year.

### 11. COMMITTEE TERMS OF REFERENCE

Not required as no Committees are required this year.

### 12. CREATION OF WORKING GROUPS

The Council decided that no Working Groups are required this year.

### 13. REVIEW OF ASSET REGISTER

The Asset Register was reviewed and approved by the Council.

### 14. REVIEW OF INSURANCE POLICY

It was agreed that the current insurance policy met the Council's needs and it was resolved to keep the current insurance policy.

**15. REVIEW OF COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

The Council is in the process of creating policies and procedures as required under FOI and GDPR Legislation.

**16. REVIEW OF EMPLOYMENT POLICIES AND PROCEDURES**

Employment policies and procedures were reviewed.

**17. TIMES AND DATES OF ORDINARY MEETINGS OF THE COUNCIL FOR THE NEXT YEAR**

Times and dates for ordinary meetings were agreed

July 02 2018 at 7.30 pm  
September 03 2018 at 7.30 pm  
November 05 2018 at 7.30 pm  
January 07 2019 at 7.30 pm  
March 04 2019 at 7.30 pm  
May 13 2019 at 8.00 pm

Next Annual Meeting  
May 13 2019 at 7.30 pm

The Meeting closed at 8.20 pm.