

Hemswell Cliff Parish Council

Minutes of the Annual Meeting held on 9 May 2015 in the Room of Requirement at Hemswell Cliff Primary School.

Present: Councillors Beevers, Kirman, Prestwood, Richardson, Webber and Clerk Tom Clay

Apologies: District Councillor Howitt-Cowan, County Councillor Strange and PCSO Julie McFaul

Minute Number	Item or Decision
15/1617	<p>Election of the Chairman of the Parish Council Cllr Kirman read out a Chairman's Report.</p> <p>Cllr Kirman proposed, seconded by Cllr Beveers, that Cllr Prestwood be made Chair of the Parish Council.</p> <p>Resolved - The proposal received unanimous support and Cllr Prestwood was elected Chairman of the Parish Council.</p> <p>At this point Cllr Prestwood assumed the position of Chairman and chaired the rest of the meeting.</p>
16/1617	<p>Election of the Vice-Chairman of the Parish Council Cllr Beevers proposed, seconded by Cllr Richardson, that Cllr Kirman be made Vice-Chairman of the Parish Council.</p> <p>Resolved - The proposal received unanimous support and Cllr Kirman was elected Vice-Chairman of the Parish Council.</p>
17/1617	<p>Minutes of the Ordinary Meeting held on 4 April 2016 Councillor Prestwood proposed, Councillor Richardson seconded, that the minutes be accepted as a true and proper record of the meeting and the minutes were approved.</p>
18/1617	<p>Review of delegation arrangements Cllr Kirman proposed, seconded by Cllr Webber that the proposed new Terms of Reference for the Ball Park Committee be approved; that the membership of the Committee for the 2016/17 year be:</p> <ul style="list-style-type: none"> • Cllr Graham Prestwood • Cllr Vicki Kirman • Angie Waplinton • Paul Donaldson • Haley Donaldson • Mel Brackenbury • Ethan Smith

	<p>And, that the Committee would meet on the following provisional dates in 2016-2017 municipal year:</p> <ul style="list-style-type: none"> • Wednesday 15th July 2016 • Thursday 9th June 2016 • Thursday 1st September 2016 <p>Resolved - The proposal received unanimous support: the new Terms of Reference were approved; the membership was established as above and the provisional meeting dates were accepted.</p>
19/1617	<p>Review and adoption of appropriate Standing Orders and Financial Regulations</p> <p>Cllr Prestwood proposed, seconded by Cllr Beevers, that the Council adopt the new set of Standing Orders.</p> <p>Resolved - The proposal received unanimous support and the new Standing Orders were adopted.</p> <p>Cllr Kirman proposed, seconded by Cllr Beevers, that the Council adopt the new Financial Regulations.</p> <p>Resolved - The proposal received unanimous support and the new Financial Arrangements were adopted.</p> <p>Council noted that there are currently no other delegated arrangements in place.</p>
20/1617	<p>Review of arrangements including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities</p> <p>Council noted that there are currently no charters with other local authorities or contributions made to the expenditure incurred by other local authorities.</p>
21/1617	<p>Review of representation on or work with external bodies and arrangements for reporting back</p> <p>Council noted that currently there is no formal representation or work with another Council; that the Parish Council has one formal working arrangement with Hemswell Cliff Veterans Association; and, that the Council is represented by the Clerk and councillors at the regular Hemswell Cliff Partnership Meetings.</p>
22/1617	<p>Review of inventory of land and assets</p> <p>Cllr Kirman proposed, seconded by Cllr Beevers, that the Council adopt the revised Asset Register.</p> <p>Resolved - The proposal received unanimous support and the revised Assets Register was approved.</p>

23/1617	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks</p> <p>Council to review and consider the current insurance arrangement of the Parish Council.</p> <p>Council noted that from June 2016 the Council will no longer be 'locked into' an agreement with Aon and there is the possibility of seeking insurance services from another company.</p> <p>Resolved - Council resolved that the Clerk should, before the June 2016 Ordinary Meeting, obtain three quotes for insurance, to cover all insured risks, and present a report to the June 2016 meeting.</p>
24/1617	<p>Review of the Council's and the Clerk's memberships of other bodies</p> <p>Council noted that the Parish Council is currently a member of the Lincolnshire Association of Local Council's (LALC) and its training scheme. Membership of both runs from April 2016 to April 2017.</p> <p>Council also noted that it provides the subscription fees for the Clerk to be a member of the Society of Local Council Clerks. Council further noted that membership expires this month and it will need to consider, at the next Ordinary Meeting, if it wishes to continue to pay the subscription fees.</p>
25/1617	<p>Review of the Council's Complaints Procedure</p> <p>Council reviewed the procedure and Cllr Richardson proposed, seconded by Cllr Kirman, that the Council adopt the Complaints Procedure.</p> <p>Resolved - The proposal received unanimous support and the Complaints Procedure was adopted.</p>
26/1617	<p>Review of the Council's Procedures for Handling Requests Made Under the Freedom of Information Act 2000 and the Data Protection Act 1998</p> <p>Council reviewed the procedures. Cllr Richardson proposed, seconded by Cllr Kirman, that the Council adopt the Freedom of Information policy and the Publication Scheme.</p> <p>Resolved - The proposal received unanimous support and the Freedom of Information Policy and the Publication Scheme were adopted.</p>
27/1617	<p>Review of the Council's Press, Media and Social Media policy</p> <p>Council reviewed the procedures. Cllr Richardson proposed, seconded by Cllr Kirman, that the Council adopt the Press & Media Policy and the Social Media Policy.</p> <p>Resolved - The proposal received unanimous support and the Press & Media Policy and the Social Media Policy adopted.</p>

<p>28/1617</p>	<p>Review of Existing Policies and Procedures Council reviewed the procedures. Cllr Prestwood proposed, seconded by Cllr Webber, that the Council adopt the following policies and procedures:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Disciplinary and Grievance • Equal Opportunities • Data Protection • Health and Safety • Records Management • Risk Management • Green Space • Ball Park • Planning • Risk Assessment • Sickness <p>Resolved - The proposal received unanimous support and all of the above were adopted by the Council.</p>
<p>29/1617</p>	<p>Establishing Council Policies and Procedures Council reviewed the policies and procedures.</p> <p>Cllr Prestwood proposed, seconded by Cllr Webber, that the Council adopt the Small Grants Application.</p> <p>Resolved - The proposal received unanimous support the Small Grants Application was adopted.</p> <p>Cllr Kirman proposed, seconded by Cllr Richardson, that the Council adopt the Parish Council Action Plan.</p> <p>Resolved - The proposal received unanimous support the Parish Council Action Plan was adopted.</p>
<p>30/1617</p>	<p>Dates, times and place of Ordinary Meetings 2015-2016 Council noted that an Ordinary Meeting will take place today after the Annual Meeting draws to a close.</p> <p>Cllr Prestwood proposed, seconded by Cllr Richardson, that the Council set the following provisional dates for Ordinary Meetings in the 2016-2017 municipal year:</p> <ul style="list-style-type: none"> • Monday 6th June 2015 • Monday 4th July 2016 • Monday 5th September 2016 • Monday 3rd October 2016

	<ul style="list-style-type: none"> • Monday 7th November 2016 • Monday 5th December 2016 • Monday 9th January 2017 • Monday 6th February 2017 • Monday 6th March 2017 • Monday 3rd April 2017 • Monday 8th May 2017 Annual Meeting of the Parish Council starting at 7pm <p>All the Ordinary Meetings above are expected to start at 7:30pm. All the meetings are expected to take place in the room of requirement at Hemswell Cliff Primary School.</p> <p>Resolved - Council unanimously confirmed the provisional list of meeting dates proposed by Cllr Prestwood and Cllr Richardson.</p>
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Meeting started at 7:00pm and closed at 7:28pm

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Signed:

Print Name:

Date: