



ANNUAL PARISH COUNCIL MEETING MINUTES

MINUTES of the Wrockwardine Wood & Trench Parish Council Annual General Meeting held on Tuesday 14th May 2019 at the Parish Council Centre, Church Road, Wrockwardine Wood at 7.00pm.

PRESENT: Cllr's. F. Doran, L. Madeley, D. Plant, Mrs. S. Reynolds, S. Reynolds, Miss. H. Smith, C.F. Smith, B.J. Thompson, K.R. Watkins and Mrs. S.A Watkins.

IN ATTENDANCE: One member of the public.

19/3142 Election of a Chairman

It was **RESOLVED** – to elect **Cllr.H. Smith** as Chair for the forthcoming twelve months.

19/3143 Chairman's acceptance of Declaration of Office

Cllr. H. Smith signed the Declaration of Acceptance of Office and took the Chair.

19/3144 Election of a Vice Chairman

RESOLVED – to elect **Cllr. Mrs L. Madeley** as Vice Chair for the forthcoming twelve months.

19/3145 Vice-Chairman's acceptance of Declaration of Office

Cllr. H. Smith signed the Declaration of Acceptance of Office as Vice-Chair.

19/3146 Members Declaration of Acceptance of Office

Members present signed their declarations of office.

19/3147 Register of Members Disclosable Pecuniary Interests

Members present each signed their Register of Pecuniary Interests.
There were no declarations of interests

19/3148 Apologies for Absence

Apologies were received from Councillors Shirley Reynolds and Steve Reynolds, due to attendance at another meeting.

19/3149 Minutes of the previous Annual Council Meeting

RESOLVED – that the Minutes of the Annual Parish Council Meeting held on Tuesday 8th May 2018 were confirmed as a correct record and signed by the Chair.

19/3150 Election of Committees

a) Election of a Finance Committee

RESOLVED – to elect Cllr's. F. Doran, L. Madeley, C.F. Smith, H. Smith and Mrs. S.A. Watkins as members of the Finance Committee.

b) Election of an Allotment Committee

RESOLVED – that the Planning and Working Committee will deal with allotment issues.

c) Election of a Planning/Working Committee

RESOLVED – to elect Cllr's F. Doran, L. Madeley, C.F. Smith, H. Smith, and A. Watkins as members of the Planning/Working Committee.

d) Election of a Christmas Party Committee

RESOLVED – to elect Cllr's. B. Bennett, L. Madeley, J. Thompson and A. Watkins as members of the Christmas Party Committee.

19/3151 To appoint representatives to outside bodies.

a) SALC Wrekin Area Committee

RESOLVED – to appoint Councillor Stephen Reynolds as representative to SALC Wrekin Area Committee.

b) Bus User Group

RESOLVED – that Councillor B. Bennett be elected as representatives to the Bus User Group.

c) Friends of the Cockshutt

RESOLVED – that Cllr's Stephen Reynolds be elected as representatives to the Friends of the Cockshutt Group.

d) Parish Charter Monitoring Group

RESOLVED – to appoint the Clerk and Councillor H. Smith as representatives to the Parish Charter Monitoring Group.

19/3152 To consider eligibility for Power of General Competence

Item deferred to next meeting.

19/3153 Receipt of the Parish Council's Asset Register

RESOLVED - The Parish Councillors confirmed receipt of the Parish Council Asset Register.

Councillors asked the Clerk to investigate queries on the number of litter bins shown on the register and whether a depreciation figure should be applied . The Clerk will liaise with the Internal Auditor at their meeting on the 29th May.

19/3154 Previous Minutes of the Parish Council Meeting held 9th April 2019

RESOLVED – that the minutes of the meeting held on Tuesday 9th April 2019 were confirmed as a correct record and signed by the Chair

19/3155 Clerk's report on action taken since last meeting

The Clerk reported that she has been working with Cllr Madeley to review the Lone Working Policy and they have completed a Parish Centre Risk Assessment. As a result of the review, several significant issues have been raised and will require attention which will have cost implications.

The year-end accounting procedure is nearly completed, and the VAT reclaim is ready for submission. The internal audit will take place on the 31st May.

19/3156 Payments to be Issued

The Clerk distributed a list of the expenditure transactions for May 2019.

RESOLVED – that the expenditure transactions for May 2019 totalling £10,086.79 be approved. (Copy attached to office Minutes).

19/3157 To review Standing Orders

The Clerk has received a new model standing orders from NALC to incorporate new legislation that has been introduced since they were last updated in 2013. Item deferred to next meeting.

19/3158 Data Protection Policies

RESOLVED – that the Standing Orders were reviewed and adopted by the Parish Council.

RESOLVED – that the Financial Regulations were reviewed and adopted by the Parish Council:

19/3159 Review of Bank signatories

The Clerk explained that she is in the process of changing the bank account over to Lloyds Bank, but due to a change in councillors another signatory is required to sign cheques etc on the account. Currently, Cllrs Charles Smith, Helen Smith and Anne Watkins are signatories.

RESOLVED - that Cllr Madeley is added to the list of bank signatories.

19/3160 To review and adopt the following policies as recommended by the Clerk:

RESOLVED – that the Policies listed below were adopted by the Parish Council:

- i.* Data Protection Privacy Policy
- ii.* Members Code of Conduct
- iii.* Model Publication Scheme
- iv.* Equality and Diversity Policy
- v.* Communications Policy
- vi.* Complaints Policy

- vii. Health & Safety Policy
- viii. Financial Risk Assessment
- ix. Pensions Discretion's Policy
- x. *Grants Policy*
- xi. Safeguarding Policy

The Chair thanked the Clerk, Cllrs Madeley and Watkins for their work in reviewing the comprehensive list of policies.

19/3161 Any Items of Information or Items for the next agenda

Cllr Thompson proposed a vote of thanks to Cllr Watkins for all her hard work in the role of Chair for the past two years.

Pride in your community work has been on-going for the last few weeks.

Cllr Madeley reported that work on the new buildings will start in June at the former Sutherland School site.

19/3162 Date and venue of next meeting

RESOLVED - that a proposed list of meeting dates for 2019 /2020 were tabled and approved.

The next Full Council Meeting will be held on Tuesday 11th June 2019 in the School Hall at 7pm.

The Meeting closed at 8.20pm.

Signed.....
Chairman

Date.....