

Minutes of the Annual Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 10 May 2016

Present: Cllr J Stobart (Chairman); Cllr M Neale; Cllr R Mann; Cllr Mrs A Mace-Leska; WDC Cllr P Phillips
Parish Clerk: Mrs Jennifer Bendall
Public: None

Apologies: Apologies were received from Cllr Miss A Birch and Cllr K Sparkes who were both on holiday.

1. Election of Chairman

Cllr Neale proposed that Cllr Stobart be elected Chairman, seconded by Cllr Mrs Mace-Leska.

2. Chairman's notice regarding the recording and filming of the meeting

The notice regarding the recording and filming of meetings was displayed for those present to read.

3. Declaration of Interest (existence and nature) on Items on the Agenda

None.

4. Public Comments

None.

5. To receive the Chairman's Declaration of Acceptance of Office

The Clerk received the Chairman's Declaration of Office.

6. To elect the Vice Chairman of the Council

Following discussion, it was agreed that the decision to elect a Vice Chairman would be deferred until all Councillors are present.

7. Dates for Council Meetings for the Forthcoming Year

Agreed dates for the next year are:

Monday 13 June 2016; Tuesday 12 July 2016; Tuesday 13 September 2016; Tuesday 11 October 2016; Tuesday 8 November 2016; Tuesday 6 December 2016; Tuesday 10 January 2017; Tuesday 14 February 2017; Tuesday 14 March 2017; Tuesday 4 April 2017 – Parish Assembly (Open Meeting); and Tuesday 9 May 2017 - Annual Meeting

8. Review of Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable

(Note: there is no obligation to appoint any Committees; Norton Lindsey Parish Council currently has no Sub-Committees or Working Parties. However, NLPC appoints on an annual basis a Councillor to conduct regular reviews of its accounts.)

It was agreed that no Committees or Working Parties are required, and it was also agreed that Cllr Miss Birch would continue to review NLPC's accounts on a bi-monthly basis.

9. Appointment of an Internal Auditor

The Clerk confirmed that Mr R Smith was willing to continue as Independent Internal Auditor for NLPC, and it was unanimously agreed to continue using Mr Smith's services.

10. Appointment of Representatives to Sit on Outside Bodies

It was agreed that Cllr Mrs Mace-Leska would continue as the NLPC Representative on the Claverdon and District Nursing Association Board.

11. To consider NLPC's support of the continuation of the WDC Joint Standards Committee

Following discussion, it was unanimously agreed that NLPC supports the continuation of the Joint Standards Committee for Warwick District Council and the proposals for representation of the Parish/Town Councils, that there should be four representatives one representing Warwick Rural East Community Forum area, one representing Warwick Rural West Community Forum Area and two representing the areas covered by the four towns.

NLPC noted that the Joint Standards Committee will be responsible for undertaking hearings into the Conduct of Councillors following a report to them by the Monitoring Officer. As set out in the Arrangements for Dealing with Complaints about Councillors cases will be determined by Hearing Panels appointed by the Monitoring Officer, in consultation with the Chairman of the Standards Committee. If necessary, the Committee will also be entitled to issue appropriate sanctions against those Councillors involved.

12. Review of Cheque Signatories and signing of appropriate Bank Mandate if there are any changes

It was agreed that there were to be no changes to the Cheque Signatories.

13. Statement of Finances at 31 March 2016

The unaudited Statement of Finances as at 31 March 2016 were noted.

14. Review of the Council's Asset Register

It was agreed that Cllr Neale would review the Asset Register and report back at the June meeting.

15. Parish Council Action Plan for 2016-17

It was agreed that dog fouling and speeding were ongoing issues that should be kept on the Action Plan for the forthcoming year, but that footpaths and the website had been completed and just required "maintenance". It was agreed that the Chairman would review what Parish Plan Action Points should now be included on the Parish Council Action Plan for 2016-17, and would report back at the June meeting.

16. Review NLPC's Policy Documentation

The Clerk confirmed that the Risk Assessment and Publication Scheme should be reviewed at the June meeting, and that the Financial Regulations had been reviewed in March in line with recommendations from WALC and NALC. It was agreed that there should be no changes to the instructions to pay bank standing orders, and so the Financial Regulations did not need a further update at this time. It was agreed to review all other documentation in May 2017.

17. Review NLPC's insurance provision

The prices of three insurance policies provided by broker Came & Co were compared along with details of the policies. It was unanimously agreed that the cheapest quote from Ecclesiastical would be accepted, but that NLPC would decline the offer of a 5% discount by agreeing to stick with this policy for a period of 3 years in case premiums were to rise drastically during that 3-year period.

The Chairman closed the meeting at 8.27pm.