

**Minutes of the Annual Meeting of ALL SAINTS PARISH COUNCIL
of 1st May 2018 at All Saints Village Hall, All Saints, held at 7.00pm**

Present: Cllrs. A. Forbes (Chair), R. Speed (Vice-Chair), J. Hubbard,
A. Lightfoot and A. Nixon.
Clerk of the Council, Paul Hayward
Cllr. Paul Diviani (EDDC - Yarty ward)
15 members of the public incl. former Cllr. Doreen Bale.

Meeting opened at 7.00pm and Chairman pointed out fire exits and regulations.

AM1/18 Election of Chairman

Cllr. Forbes vacated the Chair.
Vice-Chair sought nominations. Cllr. Nixon nominated Cllr. Forbes.
Seconded by Cllr. Lightfoot. No further nominations. 4/0/1. So resolved.
Cllr. Forbes was duly elected as Chairman of All Saints Parish Council.

AM2/18 Signing of Declaration of Acceptance of Office.

Cllr. Forbes duly signed confirming his election as Chairman of the Council.

AM3/18 Election of Vice-Chairman.

Chairman sought nominations. Cllr. Hubbard nominated Cllr. Speed for Vice-Chair
Seconded Cllr. Lightfoot. Approved 4/0/1. Cllr. Speed duly elected as Vice Chairman

AM4/18 Signing of Declaration of Acceptance of Office.

Cllr. Speed duly signed confirming his election as Vice Chairman of the Council

AM5/18 Apologies for Absence.

All members of Council in attendance. Apologies received from County Councillor,
Ian Hall, Webmaster Dave Wicken and Hon. Tree Warden, Kevin Feeney. NOTED.

**AM6/18 i) To review minutes of previous Annual Meeting of Council
held 2nd May 2017**

Minutes of the previous Annual Meeting on 2nd May 2017 had been
previously adopted by Council on 4th July 2017.

**ii) To consider and, if thought fit, approve minutes of Extraordinary
Meeting of Council held 13th April 2018**

Minutes of the Extraordinary Meeting on 13th April 2018 had been
previously circulated to members of Council for review and consideration.
Approval proposed by Cllr. Nixon, seconded by Cllr. Lightfoot. Resolved unanimously.
The minutes were signed by the Chairman as a true record of that meeting.

AM7/18 Matters arising from these minutes

There were no matters arising.

AM8/18 To present, to former Cllr. Doreen Bale, a certificate and award which recognises that the Parish Council has conferred upon Mrs. Bale the Honorary Freedom of the Parish of All Saints.

Chairman presented former Cllr. Bale with a certificate, crystal vase and flowers and thanked her for the service she gave to the parish during her time as a Councillor.

AM9/18 To consider payment of Chairman's Allowance for 2018-19

Cllr. Nixon proposed that the Chairman be permitted to spend up to £200 in this financial year in respect of his reasonable expenses incurred in that role. Clerk reminded Cllrs. that any payments would be via reimbursements, not paid direct. Seconded by Cllr. Speed. Resolved unanimously.

Clerk: Please amend accounting system to reflect this new cost centre.

AM10/18 To consider payment of Member's Allowance for 2018-19

Cllr. Nixon proposed that NO members allowances be paid in the current financial year. Seconded by Cllr. Lightfoot. Resolved unanimously.

AM11/18 Election of Representatives from members and parishioners

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|-----------------------------------|--------------------------------------|
| Village Hall Representative | Cllr. Hubbard. (P. RS. S. AN. Unan.) |
| Emergency Planning Representative | Appointment deferred u.f.n. |
| School Representative | Libby Dibble |
| DALC Representative | Presiding Chairman |
| All Saints Church Representative | Cllr. Nixon (P. Chair. S. RS. Unan.) |

AM12/18 Nominations for Honorary Footpath Warden (P3)

Libby Dibble kindly agreed to act as the HFW for the forthcoming year in the absence of any other nominations. Agreed.

Chairman asked that Council's thanks be passed to Libby for her continued voluntary work for the council in keeping the footpaths and bridleways in order.

AM13/18 Nominations for Honorary Tree Warden

Kevin Feeney (absent) had previously agreed to act as the HTW for the forthcoming year, in the absence of any other nominations. Agreed.

AM14/18 Nominations for Voluntary Road Warden

Cllr. Nixon and the Clerk both confirmed that they were happy to continue in that role. It was agreed, however, that other volunteers be sought and training arranged as reqd.

AM15/18 Nominations for Honorary Webmaster

Dave Wicken (absent) had previously agreed to act as the Webmaster for the forthcoming year, in the absence of any other nominations. Agreed.

Chairman asked that Council's thanks be passed to Mr. Wicken for his continued voluntary work for the council in keeping the website uptodate and compliant.

AM16/18 Financial Matters to be considered:

a) It was proposed by Cllr. Nixon and seconded by Cllr. Hubbard that former Cllr. Bale be removed from the list of authorised bank signatories and that Cllr. Lightfoot be added. Resolved unanimously. **Clerk: please arrange accordingly.**

b) Council agreed that the low level of current account funds, and the low interest rates available in the marketplace, made the movement of funds unnecessary.

c) Parish Council Insurance renewal 1/6/18. Clerk is obtaining competitive quotes

AM17/18 To accept and approve Internal Auditors report for Financial Year 2017/18

Report was previously circulated to members as part of their review of the end of year financial documentation. Proposed by Cllr. Nixon, Seconded Cllr. Speed.

Resolved unanimously. **Clerk: please forward a copy to External Auditor and publish on Parish Council website as previously.**

AM18/18 To consider and, if thought fit, approve and sign Annual Governance Statement Section ONE Annual Return 2017/18 (AGAR3)

Members considered Governance Statements 1 to 9 inclusive and gave an affirmative answer to all statements except 9, where Council has no responsibility, thus answer is Not Applicable. Proposed Cllr. Lightfoot. Seconded Cllr. Speed. Resolved unanimously. Signed by Chairman on behalf of Council as approved.

AM19/18 To consider, and if thought fit, approve and sign Accounting Statements Section TWO Annual Return 2017/18 (AGAR3)

Members considered Accounting Statements 1 to 11 inclusive as provided by the RFO Approval proposed by Cllr. Nixon, and seconded by Cllr. Speed. Resolved unanimously. Signed by Chairman on behalf of Council as approved.

Clerk: Please submit both of these documents to External Auditor by 11th June 2018. Please upload to website and publish all statutory information incl. Notice of Rights.

AM20/18 To review Council policies and procedures and to formally adopt same.

Policies below have been reviewed by Councillors and no amendments were reqd.

- a) Standing Orders. Proposed Cllr. Hubbard. Seconded Cllr. Speed. So resolved
- b) Financial Regns. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- b)i) Delegation Policy. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- c) Disciplinary and Grievance Policy. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- d) Complaints Policy. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- e) Health & Safety Policy. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- f) Grant Award Policy. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- g) Community Engagement Policy. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- h) Publication Scheme. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- j) Revised Code of Conduct. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
(Clerk reminded all members that updated Register of Interests were required)
- k) Gifts, Awards and Honours Policy. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.
- l) Action Plan Review 2018/19. Proposed Cllr. Hubbard. Seconded Cllr. Nixon. So resolved.

AM21/18 To set date of next Annual Meeting of All Saints Parish Council

Date of next Annual meeting agreed as Tuesday 7th May 2019.

Date of next Ordinary meeting of Council scheduled for 3rd July 2018

With no further business to transact, the meeting closed at 7.25pm.

Signed:

Chairman

Date:
