

## **NEWBOLD PACEY AND ASHORNE PARISH COUNCIL**

### **MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON 15<sup>th</sup> MAY 2019**

**PRESENT:** **Councillors:** S Bolton, M Whyte, L Tranter, A Parry  
**Clerk:** C Price  
and 3 members of the public

#### **1. Election of Chair and Vice-chair**

The Clerk invited nominations. Cllr Bolton proposed Cllr Whyte, this was seconded by Cllr Tranter. There were no other nominations. Cllr Whyte accepted, signed the Declaration of Acceptance of Office and took over the chair.

It was agreed that the role of Vice-chair would be reconsidered when the current Councillor vacancies have been filled

#### **2. To Accept Apologies for Absence**

Apologies were received from Cllr Johnson, the previous Chair, and Cllr Brazel.

#### **3. Declaration of Interest on Items on the Agenda**

None

#### **4. To approve the minutes of the previous meeting**

The minutes of the last Parish Council AGM Meeting held on 2<sup>nd</sup> May 2018 were proposed by Cllr Whyte, agreed as a true record of proceedings.

#### **5. Councillors to enter Financial Interests in Register of Members' Interests**

Councillors gave their completed Register of Members' Interests to the Clerk who will forward them to Stratford District Council who will make them accessible via their website.

#### **6. Annual Audit**

- a) The Parish Council confirmed the Parish Council's exemption from limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
- b) The Parish Council received the annual internal audit report

- c) The Parish Council completed the annual governance statement
- d) The Parish Council certified the accounts statement for 2018/19
- e) The Parish Council agreed the period for the exercise of public rights will be 17<sup>th</sup> June to 27<sup>th</sup> July 2019

### **7. To Review Parish Council Policies (previously circulated)**

- a) Standing Orders – Reviewed and accepted
- b) Financial Regulations – Reviewed and accepted
- c) Code of Conduct (Stratford District Council Model) – Reviewed and accepted
- d) Grant Making Policy – Deferred for discussion at July Meeting
- e) Training Policy – Deferred for discussion at July Meeting
- f) Complaints Policy– Reviewed and accepted
- g) Risk Management Policy – Deferred for discussion at July Meeting

### **8. To Agree Dates and venues for Council meetings for the coming year**

It was unanimously agreed that the Parish Council meetings would be held in the Village Hall on:-

- 3<sup>rd</sup> July 2019
- 4<sup>th</sup> September 2019
- 6<sup>th</sup> November 2019
- 8<sup>th</sup> January 2020
- 4<sup>th</sup> March 2020
- 6<sup>th</sup> May 2020 (including Annual Parish Assembly and Annual Meeting of the Parish Council)

### **9. Appointment of Committee members and responsibilities**

The following appointments were agreed:

- i. Village Hall rep  
Cllr Brazel.
- ii. Church rep  
Krys Pietrecki.
- iii. Responsible Finance Officer  
The Clerk.
- iv. Allotments  
The Clerk.
- v. Emergency Plan  
Cllr Whyte.

vi Village Hut news  
Cllr Whyte.

vii Footpaths & Village Maintenance  
Cllr Bolton.

viii Welcome Pack Committee  
The Clerk.

ix Oakley Wood Committee  
Cllr Cooper.

x Lengthsman Liaison  
Andrew Marshall.

xi Planning  
Cllr Tranter.

xii Community Engagement  
Cllr Whyte

**10. Any other business agreed by the Chair as urgent**

None.

There being no further business the meeting closed at 7.40 pm.

This meeting was immediately followed by the Annual Parish Meeting.