

Minutes of the Annual Parish Council Meeting
Wednesday, 4 May 2022 at 19:15
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green

Present:

Cllr Clive Hill – Chairman
Cllr Mike Kay
Cllr Jon Horton
Cllr Kim Wallace
Cllr Mark Noblet
Cllr Sue Rogers
Cllr Trevor Wills
Cllr Claire Kelly
Cllr Karen Dunn

Clerk: Julie Brennan

Public: 2

1. Election of Chairman for 2022/23

The Clerk asked the members present for their proposals to elect a Chairman for the coming year.
Cllr Jon Horton proposed Cllr Clive Hill and this was seconded by Cllr Mike Kay.

Proposed: Cllr Jon Horton

Seconded: Cllr Mike Kay

All in Favour

It was resolved that Cllr Clive Hill be appointed as Chairman.

1.1. Declaration of Acceptance into Office - Chairman

Cllr Clive Hill signed the Declaration into Office which was countersigned by the Clerk.

2. Election of Vice Chairman for 2022/23

Cllr Clive Hill proposed Cllr Jon Horton be appointed as Vice Chairman and this was seconded by Cllr Mike Kay.

Proposed: Cllr Clive Hill

Seconded: Cllr Mike Kay

All in Favour

It was resolved that Cllr Jonathan Horton be appointed as Vice Chairman.

2.1. Declaration of Acceptance into Office – Vice Chairman

Cllr Jonathan Horton signed the Declaration into Office which was countersigned by the Clerk.

3. Apologies

Apologies had been received and accepted from Cllr Wayne Hadley and Cllr Carole Pearce.

4. Declaration of Interests & Dispensations

None

5. To note the minutes of the Annual Council Meeting held on 5 May 2021

It was noted that the minutes from the Annual Council meeting held on 5 May 2021 has been signed as a true and accurate record at the 2 June 2021 Parish Council meeting.

6. Appointment of members for each of the Internal Committees

6.1. Appointment of Members

It was agreed that the existing committee membership structure would remain unchanged. Cllr Claire Kelly agreed to attend meetings of each committee to ascertain which she would like to join at a later date.

Proposed: Cllr Mark Noblet

Seconded: Cllr Karen Dunn

All in favour

It was resolved that the existing committee membership structure would remain unchanged.

6.2. Terms of Reference for the Committees

The Clerk had circulated terms of reference for each of the committees by email and these were agreed and duly proposed.

Proposed: Cllr Jonathan Horton

Seconded: Cllr Trevor Wills

All in favour

It was resolved that the Terms of Reference were approved.

7. Appointment of members to serve as representative of the Parish Council on Outside Bodies & External Committees

Members discussed the representatives on the external committees and, save for the appointment of Cllr Trevor Wills to join Cllr Sue Rogers on the HS2 committee, the existing external committee structure was to remain unchanged.

- Cllr Trevor Wills to join Cllr Sue Rogers on the HS2 Committee.
- Cllr Jonathan Horton to remain on the Airport Committee.
- Cllr Clive Hill, Cllr Mark Noblet and Cllr Claire Kelly to remain as Parish Hall Trustees.
- Marston Green Village Charitable Trust – Cllr Clive Hill to remain on this committee.

Proposed: Cllr Kim Wallace

Seconded: Cllr Trevor Wills

All in favour

It was resolved that save for the appointment of Cllr Trevor Wills to the HS2 Committee, the existing external committee structure would remain unchanged.

8. To Agree & Adopt Standing Orders 2022

The Clerk had circulated a copy of the Standing Orders by email and Cllr Hill asked if members were happy to proceed as formal adoption was required by the Parish Council.

Proposed: Cllr Jonathan Horton

Seconded: Cllr Trevor Wills

All in favour

It was resolved that the standing Orders were adopted by the Parish Council.

9. To Agree & Adopt Financial Regulations 2022

The Clerk had circulated a copy of the Financial Regulations by email and Cllr Hill asked if members were happy to proceed as formal adoption was required by the Parish Council.

Proposed: Cllr Mike Kay

Seconded: Cllr Karen Dunn

All in favour

It was resolved that the Financial Regulations were adopted by the Parish Council.

10. Review of Asset Register

The Clerk had circulated a copy of the Asset Register by email to members. Cllr Hill noted that more work would be undertaken on the Asset Register in the coming months but asked if members were happy to proceed as formal adoption was required by the Parish Council.

Proposed: Cllr Clive Hill

Seconded: Cllr Trevor Wills

All in favour

It was resolved that the Asset Register was adopted by the Parish Council

11. Approval of the Parish Council & Committee Meetings dates for 2021/22

The Clerk had issued a calendar detailing the meetings for the coming year. Cllr Clive Hill asked for approval for the December Recreation Committee and Planning Committee meetings to be brought forward by one week to avoid the Christmas bank holidays and for the January 2023 Parish Council meeting to be pushed back by one week to allow the agenda and papers to be circulated in line with the 3 day rule. The Parish Council and Committee Meeting dates for 2022/23 were approved subject to the changes noted.

Proposed: Cllr Jonathan Horton

Seconded: Cllr Sue Rogers

All in favour

It was resolved that the Parish Council and Committee Meeting calendar was approved subject to the changes to the December 2022 Recreation and Planning committee meetings and the January 2023 Parish Council meeting.

Action item: The Clerk to reschedule the Recreation Committee, Planning Committee and Parish Council meetings highlighted by Cllr Hill and to circulate the amended calendar.

12. To review the Bank Mandate & signatures

The Clerk confirmed that those currently listed on the Bank Mandate were herself, Cllr Clive Hill, Cllr Jon Horton, Cllr Kim Wallace, Cllr Karen Dunn and Cllr Mike Kay. The recommendation was to maintain the current signatories.

Proposed: Cllr Karen Dunn

Seconded: Cllr Trevor Wills

All in favour

It was resolved that the bank mandate and signatories were to remain as currently set up.

13. Year End Accounts - Bank Reconciliation

The Clerk had circulated a copy of the Bank Reconciliation/Cash flow report for the year ending the 31 March 2022 and this was duly noted.

Proposed: Cllr Karen Dunn

Seconded: Cllr Mike Kay

All in favour

It was resolved that the year end bank reconciliation was noted.

14. Financial Risk Assessment

The Clerk had circulated a copy of the Financial Risk Assessment by email to members and Cllr Hill asked if members were happy to proceed as formal adoption was required by the Parish Council.

Proposed: Cllr Mike Kay

Seconded: Cllr Karen Dunn

All in favour

It was resolved that the Financial Risk Assessment was adopted.

15. Review of Council Procedures

The Clerk had circulated to members by email the below procedures

15.1 Complaints Procedure

15.2 Freedom of Information Act 2000

15.3 General Data Protection Regulations (GDPR)

15.4 Good Practice for dealing with the Press & Media

15.5 Copyright Guidance – Legal Topic Notice 39

Cllr Hill asked if there were any comments or if members were happy to formally adopt the procedures.

Proposed: Cllr Jon Horton

Seconded: Cllr Trevor Wills

All in favour

It was resolved that the Council Procedures were adopted.

16. The meeting closed at 19:30.