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Fernwood Parish Council

MINUTES OF THE FERNWOOD ANNUAL PARISH COUNCIL MEETING held following the Annual Parish Meeting on 14 MAY 2018 at the Fernwood Village Hall, Rubys Avenue, Fernwood

Present: Councillors: D. Harrison, M. Hartley, H. Micah, B. Smith (Chair), J. Weale, M. Weale

District Councillor N. Mison, K. Walker

Clerk: Marion Fox Goddard

In Attendance: Assistant Clerk – Emma Oldham
15 members of the public

53. To Elect the Chair of the Council and to receive the declaration of acceptance of Office

Nominations were received for Councillor Smith and he was elected unanimously. The declaration of acceptance of office was duly signed.

54. To receive apologies for absence

Apologies were received and accepted from Councillor Nigel Branston (Vacation).

55. Declarations of interest

None declared.

56. Election of Officers

Nominations for Vice Chair were received for Councillor Jim Weale and he was elected unanimously.

57. Review Groups and Review Terms of Reference

- Village Hall Management Group – The council resolved unanimously to accept the Terms of Reference for this group. (Proposer: Cllr M. Weale, Seconder: Cllr J. Weale) Group members: Cllrs J. Weale, M. Weale, N. Branston, Staff: Assistant Clerk, Caretaker, Clerk.
- Personnel Committee - The council resolved unanimously to accept the Terms of Reference for this committee. (Proposer: Cllr H. Micah, Seconder: Cllr M. Hartley) Committee members: Cllrs N. Branston, D. Harrison, B. Smith

58. Appointment of representatives of other bodies

- Newark Healthcare Consultative Group (NHCJ) – Cllrs J Weale, H. Micah
- Neighbourhood Watch - Cllrs D. Harrison, B. Smith

59. Review and Adopt the Standing Orders of Fernwood Parish Council

Resolved unanimously to adopt the standing orders once 'he' replaced with 'they' in point 13. (Proposer: Cllr M. Hartley, Seconder: Cllr J. Weale)

60. Review and Adopt the Financial Regulations of Fernwood Parish Council

Resolved unanimously to adopt the Financial Regulations with 6.11 removed. (Proposer: Cllr D. Harrison, Seconder: Cllr H. Micah)

61. Review existing bank signatories and recommend changes as required

Resolved unanimously to retain existing signatories. . (Proposer: Cllr D. Harrison, Seconder: Cllr H. Micah)

62. Review selected Existing Policies of Fernwood Parish Council and Adopt

- Bullying and Harassment – resolved unanimously to adopt. (Proposer: Cllr D. Harrison, Seconder: Cllr H. Micah)
- Relationships between Councillors and Council Employees - resolved unanimously to adopt. (Proposer: Cllr M. Weale, Seconder: Cllr M. Hartley)

The councillors agreed to defer the agreement on GDPR policies until the June meeting.

63. Review selected Existing Procedures of Fernwood Parish Council and Adopt

- Document publication Scheme – resolved unanimously to adopt with change 'document' publication scheme instead of 'model'. (Proposer: Cllr J. Weale, Seconder: Cllr H. Micah)

- Complaints – resolved unanimously to adopt with change to complaints about the clerk to be investigated by the chairman of the staffing panel rather than the assistant clerk. (Proposer: Cllr D. Harrison, Seconder: Cllr M. Weale)

- Code of Conduct for Members – resolved unanimously to adopt with the change to 'he/she' replaced with 'they'. (Proposer: Cllr M. Weale, Seconder: Cllr H. Micah)

64. Review the Asset Register and the Parish Council Insurance Policies

It was agreed to defer the asset register review to the next Parish Council meeting so the clerk can investigate insurance for items under £100. The Councillors received copies of the current Parish Council and Village Hall insurance policy.

65. Review the Council subscriptions to other bodies

- NALC – Nottinghamshire Association of Local Councils
- SLCC for Clerk – Society of Local Council clerks
- ICO – Information Commissioners Office (Mandatory)
- 1&1 – Website Domain names (Village Hall and Parish Council)
- 1&1 – Email hosting

Resolved that these are all retained. (Proposer: Cllr M. Weale, Seconder: Cllr H. Micah)

66. Confirm the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Ordinary Parish Council meetings will be held on the 3rd Monday of every month at. 7.30pm except (August and December).

2019 is an election year so the Annual Parish Council Meeting shall be held within 14 days following the day the councillors elected take office in line with the Council's standing orders.

67. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

The Councillors noted the Council's expenditure incurred under section 137 of the Local Government Act 1972.

68. Review of Standing Orders and Direct Debits

Resolved unanimously to continue with these methods of payment for the following suppliers.

- 1&1
- Blue Castle Waste
- BNP Paribas
- Publics Works Loan
- BT Business
- Apogee
- HMRC
- Interserve
- Information Commissioner's Office
- Nottinghamshire Local Government Pension Scheme
- PHS Group
- PPL/PRS Licensing
- Water Plus
- SSE
- Salaries
- TV Licence

Meeting closed at 8.20pm

16/6/15