



MINUTES OF THE FERNWOOD ANNUAL PARISH COUNCIL MEETING
held on 17th May 2021 at 6pm
at Fernwood Village Hall

Present: Parish Councillors: R. Cullen, D. Harrison, H. Micah, J. Newton, B. Smith
 (Chair), J. Weale, M. Weale

Clerk: Marion Fox Goddard

62. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press

63. Election of the Chair of the Council and 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.

64. Apologies for absence

County Councillor Lee and District Councillor Mison.

65. Declarations of Interest

None.

66. Election of Officers

Nominations for Vice Chair were received for Councillor Jim Weale and Councillor Ryan Cullen. 3 Councillors voted in favour of Councillor J. Weale and 2 Councillors voted in favour of Councillor R. Cullen, leading to Councillor Weale being elected as Vice Chair.

67. Appointment of Councillors

The following appointments were agreed:

Personnel Committee

Dee Harrison

Henry Micah

Barry Smith

Planning and Strategy Committee

Ryan Cullen

Dee Harrison

John Newton

Jim Weale

Village Hall Management Group

Ryan Cullen

Jim Weale

Mollie Weale

Clerk to reissue Terms of Reference for each of the groups.

68. Appointment of Representatives of other bodies/ Liaison Meetings**Newark Healthcare Consultative Group (NHCJ)**

Henry Micah

Neighbourhood Watch

Dee Harrison

Henry Micah

Barry Smith

Bantycock Liaison Meetings

Ryan Cullen

Developer Liaison Meetings

Ryan Cullen

Jim Weale

Planning and Strategy Committee members if meetings at a suitable time

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

The Council resolved unanimously to adopt the standing orders. (Proposer: Cllr D. Harrison, Secunder: Cllr R. Cullen)

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

The Council resolved unanimously to adopt the Financial Regulations (Prop.: J. Weale, Sec.: J. Newton)

Clerk to draft an investment policy for the Council to consider

71. Review of Bank Signatories

Current Position	Changes agreed
Nationwide Ryan Cullen John Newton Barry Smith James Weale	No changes required.
TSB Henry Micah Barry Smith James Weale	Remove H. Micah, Add R. Cullen and J. Newton.
Unity Trust Ryan Cullen Henry Micah Barry Smith James Weale	No changes required.
Yorkshire Bank Ryan Cullen James Weale	Add D. Harrison and J. Newton.

72. Review of the Council's Policy Review Schedule

The Councillors unanimously agreed no changes were required to the schedule below.

Month	Item for Review
January	Risk Register and Risk Assessments <ul style="list-style-type: none"> • Dale Green • Village Hall • Woodland? Fernwood Parish Council Strategic Plan 2017 – 2022 Review this year's action plan, set next years Communications Policy
February	Personnel Committee terms of reference Planning and Strategy Committee Terms of Reference Safeguarding Policy Equality and Diversity Policy Internal Audit Review Armed Forces Covenant
March	Planning and Maintenance Strategy Expenses Policy Grants Policy Village Hall Management Group terms of reference Employee contracts/Terms & Conditions/Job Descriptions/Person Specification Lone working risk assessment Training and Development Policy (Personnel Committee)
April	
May	Standing Orders Financial Regulations
June	Model Document Publication Scheme Village Hall Fire Safety Policy Village Hall Fire Emergency Plan
July	General Data Protection Regulation: Privacy policy, General Privacy Notice, Consent Form, Privacy Notice – staff, councillors, role holders, Records Retention Policy, Personal Data Retention Schedule, Disclosure Log Criteria, Subject Access Policy, Subject Access Request
September	Regular user agreement Booking Terms and Conditions Village Hall Free Usage Policy Village Hall Charges Sickness Absence Policy Grievance and Disciplinary Policy Bullying and Harassment, Relationships between Councillors and Council Employees Flexible working policy Management of stress in the workplace policy, Capability procedure (Personnel Committee)
October	Safeguarding Policy Health and Safety Policy Prohibition of Sky Lanterns and Helium Balloons CCTV Policy
November	Complaints Procedure Code of Conduct for Members Internet Policy and Procedure Memorials Policy

73. Review of the Asset Register and the Parish Council's Insurance Policies

The asset register was accepted. The Councillors had received and agreed details of the Parish Council insurance policy and the Village Hall Policy was due to be reviewed in the Parish Council meeting following the Annual Parish Council meeting.

74. Review of the Council's subscriptions to other bodies

The Councillors unanimously agreed to continue with the following subscriptions:

- NALC – Nottinghamshire Association of Local Councils
- SLCC for Clerk – Society of Local Council Clerks
- ICO – Information Commissioners Office (Mandatory)
- RCAN – Rural Community Action Nottinghamshire
- 1&1 – Website Domain names (Village Hall and Parish Council) and Email Hosting

75. Confirmation of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Monthly Parish Council meetings were planned for:

- June and July 2021 - Third Wednesday of each month at 7.45pm
- September 2021 onwards - Third Monday of each month (no meetings in August and December) at 7pm. Although the Councillors noted that this may need to be changed due to Covid 19 restrictions due to Main Hall availability.

Next year's Annual Parish Council meeting will be held prior to the May Parish Council meeting.

Clerk to publicise the change of day/time for the June and July meetings and keep abreast of Covid 19 restrictions/advice so a decision can be made for future meetings.

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

The Council noted that in 2020/21, none of the Council's expenditure was incurred under section 137 of the Local Government Act 1972.

77. Review of Standing Orders and Direct Debits

The Council resolved unanimously to continue with these methods of payment for the following suppliers:

<ul style="list-style-type: none"> • Ionos (Email/Website) • Apogee (Photocopies/prints) • Brighter Bills (Mobile Phone) • BNP Paribas (Copier hire) • BT Business (Broadband/telephone) • Guardian Legionella and Hygiene • HMRC (Payroll) • Information Commissioner's Office (Data Protection) 	<ul style="list-style-type: none"> • Nottinghamshire Local Government Pension Scheme • PHS Group (Waste) • PPL/PRS Licensing (Music) • RB Wholesale (Cleaning supplies) • SSE (Electricity/Gas) • Salaries • Unity Bank (Bank charges) • Water Plus • Zoom (online meetings)
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