

The Minutes of the Annual Meeting of Fenny Compton Parish Council – 16th May 2016

The Minutes of the Annual Meeting of Fenny Compton Parish Council held at the Village Hall, Fenny Compton on 16th May 2016 commencing at 7:45pm

Present: Miss Deborah Lea in the Chair, Jon Dutton, Michael Guest, Derek Carless and Sam Parkes, & Parish Clerk Catherine Lambert.

1. **To Accept Apologies for Absence:** Mike Davies tendered his resignation from the Parish Council. The Clerk informed Graham Raspin at Stratford on Avon District Council and advertised the notice provided. Ian Hartwell gave his apologies for this meeting. Councillor Williams gave his apologies.
2. **Declaration of Interest on Items on the Agenda:** None.
3. **Election of Chairman and to receive their Declaration of Acceptance of Office:** Michael Guest, proposed Deborah Lea for the role of Chairman, this was seconded by Jon Dutton and unanimously agreed by the Parish Council. Deborah Lea then duly signed the Chairman's Declaration of Acceptance of Office.
4. **Election of Vice-Chairman:** Derek Carless proposed Jon Dutton for the role of Vice-Chairman, this was seconded by Michael Guest and unanimously agreed by the Council.
5. **Confirmation of the minutes of the last Annual Parish Council Meeting:** The minutes to the last Annual Parish Council meeting were approved on the 15 June 2015.
6. **Review of delegation arrangements to sub-committees, employees and other local authorities:** None.
7. **Review terms of reference for committees:** None.
8. **Receipts of nominations to existing committees:** None.
9. **Appointment of any new committees, confirm terms of reference, numbers and receipt of nominations:** None at this point of time.
10. **Review Standing Orders, Financial Regulations and cheque signatories:** The Standing Orders were last reviewed and approved on the 20th May 2013. Michael Guest agreed to look at the latest version of the standing orders and financial regulations. The internal auditor checklist and the risk assessment were reviewed and approved by the Parish Council. The Parish Council also agreed to update the cheque signatories, removing Mike Davies and including Derek Carless and Sam Parkes.
11. **Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities:** None.
12. **Review of representation on or work with external bodies and arrangements for reporting back:** This will be done on an adhoc basis and reported back at the next Parish Council meeting.
13. **Review of inventory of land and assets including buildings and office equipment:** The fixed asset valuation was reviewed. Michael Guest, seconded by Jon Dutton proposed its acceptance which was approved by all.
14. **Review and confirmation of arrangements for insurance cover in respect of all insured risks:** This was reviewed and updated to show the current insurance valuations.
15. **Review of the Council's and/or employees' memberships of other bodies:** It was agreed that the Parish Council should continue to be a member of WALC and the Allotment Association.
16. **Establishing or reviewing the Council's complaints procedure:** This is detailed in the Standing Orders.

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17. **Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998:** This is detailed in the Standing Orders.
18. **Establishing or reviewing the Council's policy for dealing with the press/media:** This is detailed in the Standing Orders.
19. **Setting the dates, times and place of ordinary meetings of the full Council for the year ahead:**
The Clerk has already distributed diary dates for 2016, these are also displayed on the Parish Council website.

There being no further business the meeting was closed at 7.54pm.