

**The minutes of the Annual Parish Council Meeting held at the Village Hall, Fenny Compton on 20th May 2019 commencing at 7:45pm.**

**Present:** Jon Dutton in the Chair, Michael Guest, Derek Carless, Ian Hartwell, Sam Parkes, Roly Whear, Alan Payne, Cllr Bob Stevens, Cllr Nigel Rock and Parish Clerk Lisa Andersson.

- 1. Election of Chairman and to receive their Declaration of Acceptance of Office:** Derek Carless, proposed Jon Dutton for the role of Chairman, this was seconded by Michael Guest and unanimously agreed by the Parish Council. Jon Dutton then duly signed the Chairman's Declaration of Acceptance of Office Form.
- 2. To Accept Apologies for Absence:** Cllr Nigel Rock sent apologies as he confirmed he would be arriving slightly late for the meeting.
- 3. Declaration of Interest on Items on the Agenda:** None.
- 4. Dispensations:** None.
- 5. Election of Vice-Chairman:** Jon Dutton proposed Michael Guest for the role of Vice-Chairman, this was seconded by Roly Whear and unanimously agreed by the Council.
- 6. Confirmation of the minutes of the last Annual Parish Council Meeting:** The minutes to the last Annual Parish Council meeting were approved in the meeting on the 18 June 2018.
- 7. Review of delegation arrangements to sub-committees, employees and other local authorities:** None.
- 8. Review terms of reference for committees:** None.
- 9. Receipts of nominations to existing committees:** None.
- 10. Appointment of any new committees, confirm terms of reference, numbers and receipt of nominations:** None at this point of time.
- 11. Review Standing Orders (including Co-Option Procedures), Financial Regulations and cheque signatories:** The Parish Council reviewed the current Standing Orders, Co-Option Procedures, Financial Regulations and cheque signatories and decided to keep them unchanged. The acceptance of the Standing Orders, Co-Option Procedures, Financial Regulations and cheque signatories was proposed by Michael Guest, seconded by Sam Parkes, and agreed by all. It was confirmed that the Parish Council shall continue to utilise standing orders, and that they have no use for direct debits and bank transfers at this time.
- 12. Review of, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities:** None.
- 13. Review of representation on or work with external bodies and arrangements for reporting back:** It had been agreed that Michael Guest would represent the Parish Council on the Neighbourhood Plan Steering Group and that they would report back monthly at Parish Council meetings. It was agreed that Jon Dutton would represent the Parish Council on the Allotments Group, and that Michael Guest would represent the Parish Council on Aqueous. Feedback shall be provided by the responsible councilors at each monthly meeting.
- 14. Review of inventory of land and assets including buildings and office equipment:** The Fixed Asset Valuation and Insurance Asset Valuation was reviewed. Alan Payne, seconded by Ian Hartwell proposed its acceptance which was approved by all.
- 15. Review and confirmation of arrangements for insurance cover in respect of all insured risks:** The Parish Council reviewed its' insurance provider in 2018, and signed a contract for a three year period.

- 16. Review of the Council's and/or employees' memberships of other bodies:** The membership to WALC was renewed in April 2019, CPRE was renewed in March 2019, ICO was renewed in November 2018 and the Allotment Association was renewed in February 2019.
- 17. Establishing or reviewing the Council's complaints procedure:** This was reviewed in February 2018 and remains as is.
- 18. 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, and a checklist is currently being completed by Councillor Parkes.
- 19. Establishing or reviewing the Council's policy for dealing with the press/media:** This was done in November 2018.
- 20. To remind councillors to update their Notice of Registrable Interests.** Done.
- 21. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead:** The diary dates for 2019 were agreed in the December 2018 meeting, and distributed by the Clerk and displayed on the Parish Council website.  
**There being no further business the meeting was closed at 7.57 pm.**