

NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

Minutes the Annual Parish Council meeting held on Monday 31st May 2016 at 7.00 p.m. in the W.I. Hut, Newnham on Severn

In attendance: Chair Cllr Walker, Cllrs W. Anderson, F Bihlmeier, T Firman, C Kenny, J Larkham, G Murray & S O'Leary. Plus County Cllr Leppington, District Cllr Phelps, the Clerk and 12 members of the public.

1. To Elect a Chairman

Cllr Walker was re-elected as Chair unopposed (proposed Cllr Bihlmeier, seconded Cllr Firman). On accepting the position he duly signed the Declaration of Office.

2. To Receive and Accept Apologies for Absence

Cllr T Weeden.

3. To Elect a Vice Chairman

Cllr S' O'Leary was elected as Vice Chair unopposed. (Proposed Cllr Larkham. Seconded Cllr Anderson).

**4. To Agree Standing Committees and remit thereof
Finance**

After discussion it was **Resolved** to re-elect Cllrs T. Firmam, F. Bihlmeier, J. Larkham, C. Kenny & I. Walker and remain at 5 members. (Proposed Cllr Anderson seconded Cllr O'Leary)

Highways

After discussion it was **Resolved** to re-elect Cllrs T. Firman, J Larkham & G Murray. (Proposed Cllr Kenny, seconded Cllr Bihlmeier)

Planning

After discussion it was **Resolved** to re-elect Cllrs F. Bihlmeier, C. Kenny & I. Walker and remain at 3 members. (Proposed Cllr Firman, seconded Cllr Anderson)

Burials

After discussion it was **Resolved** to re-elect Cllrs W Anderson & T. Firman, and remain at 3 members, including Mr A Curtis Co-opted from the PCC. (Proposed Cllr Larkham, seconded Cllr Walker)

5. To Consider appointments of Councillors to external Bodies.

A48 Committee Resolved that Cllr O'Leary be elected

Health Forum Resolved that Cllr Larkham be re elected

6. To Consider appointment of Liaison Cllrs to other Organisations

Allotment Association Resolved that Cllr Larkham be re elected

Armoury Hall – After discussion it was **Resolved** that although the decision was made at the previous APCM not to have a representative ,now that the Armoury Hall was being used for meetings Cllr Anderson would be the official PC liaison Cllr.

7. To Review and Re-Adopt Standing Order and Financial Regulations

After discussion it was **Resolved** to re adopt both procedures.

8. **To Consider re- adoption of all remaining procedures at Annual Parish Council.**
After discussion it was **Resolved** to re adopt all the following procedures after being formally reviewed by the relevant champions, Freedom of Information, Risk assessment, Grievance, Disciplinary, Complaints, Child Protection, Emergency Plan, Code of Conduct.
9. **Review of Asset Register**
The Clerk advised Council since the last APCM meeting that some changes had taken place. The main ones being the addition of the new Playing field gate and the new Bus Shelter at Unlawater Lane. Santander shares had also been added on the advice of the Internal auditor.
10. **To conduct Risk Assessment of Assets**
The clerk confirmed that all assets are currently in Lloyds bank and considered to be low risk
11. **To confirm Bank Signatories (6)**
Currently Cllrs F Bihlmeier, T. Firman, C Kenny, G Murray & I Walker Plus Clerk. **Note:** Clerk's signature is for confirmation that correct procedures and Quotation processes have been followed. After discussion it was **Resolved** to remain with the existing signatories. Cllrs Anderson & Larkham to remain independent for audit purposes.
12. **To Confirm payment of Aviva Insurance, Npower utility, Mobile Phone & PWLB loan by Direct Debit**
Council **Resolved** to continue to so for the coming year
13. **Confirmation of dates for Council and committee meetings during 2016/17**
It was **Resolved** to concur the full Schedule agreed at the March PC meeting.

There being no further business the meeting closed at 7.10 p.m.

Signed:

Date: