

Minutes the Annual Parish Council meeting held on Tuesday 21st May 2018 at 7.00 p.m. in the Armoury Hall, Newnham on Severn

In attendance: Chair Cllr Weeden, Cllrs, F Bihlmeier, C Kenny, J Larkham, G Murray, S. O’Leary, L. Love & J Shaw. Plus the Clerk and 5 members of the public.

1. To Elect a Chairman

Cllr Weeden was elected as Chair unopposed (proposed Cllr Larkham, seconded Cllr Bihlmeier). On accepting the position he duly signed the Declaration of Office.

2. To Receive and Accept Apologies for Absence

Cllr N Hughes.

3. To Elect a Vice Chairman

Two nominations for vice chair were made Cllr N Hughes (Proposed Cllr Larkham. Seconded Cllr Love). Cllr S O’Leary (proposed Cllr Bihlmeier, Seconded Cllr Kenny) Cllr Hughes was (in his absence) duly elected as vice chair

4. To approve the minutes of the previous council meeting on 30th April 2018

Minutes of the April meeting were duly approved

5. To consider the street cleaning contract with FoDDC.

It was noted that the only contract held by the council with an external body is the street cleaning conducted on behalf of FoDDC. After discussion it was agreed the contract operates without issue

6. To review and approve the latest issue of the Asset Register

The asset register was discussed and the clerk and Cllr Bihlmeier advised that a physical check of the Assets had been made.

7. To receive from the clerk confirmation of insurance cover for all insurable risks

The clerk confirmed that the insurance cover is valid under a three year agreement and that the latest asset register will be forwarded to the Insurer now that it’s been approved. A minor premium change may result as the asset value has increased slightly

8. To consider and approve the latest revision of the risk register

The register was approved with a proviso that the clerk added a reference to GDPR. On completion the chair will sign the register as being accurate.

9. To review current subscriptions to other bodies and agree continuation

(currently GAPTC £360, ICO £35, Allotment society £66, Glos Playing fields £50, Open space society £45). After review it was agreed that the subscriptions should continue, other than for the open space society, which should not be renewed unless legally required.

10. To Agree Standing Committees and remit thereof – (currently Finance and Employment, Highways, Planning & Burials)

After discussion Current committees and terms of reference were duly re-adopted
Finance

It was agreed to continue with 5 members

After discussion it was **Resolved** to reappoint Cllrs Bihlmeier, Larkham, Weeden & Kenny with Cllr Hughes being added.

Note: One member of the finance committee to be a non-signatory for auditing Purposes (Cllr Larkham)

Highways

It was agreed to continue with 3 members

After discussion it was **Resolved** to appoint Cllrs Larkham, O'Leary & Love.

Planning

It was agreed to continue with 3 members

After discussion it was **Resolved** to re-appoint Cllrs Bihlmeier & Kenny with Cllr O'Leary being added.

Burials

It was agreed to reduce the committee to 2 members as they only bring proposals to full council

After discussion it was **Resolved** to appoint Cllrs Hughes & Shaw + Mr A Curtis (Co opted PCC) if he wishes to continue.

11. **To Consider appointments of Councillors to external Bodies.**

It was **Resolved** to re appoint Cllr S O'Leary

12. **To Consider appointment of Liaison Cllrs to other Organisations**

It was **Resolved** to re appoint currently Cllr Larkham

13. **To Review and Adopt revised Standing Orders (2018 revision)**

The Clerk advised that there were a number of changes compared to previous model standing orders (Issued by NALC). However, the main change relates to advertising high value contracts on a national data base.

14. **To Review and adopt financial regulations updated to Jan 16 issue**

The financial regulations were readopted

15. **To Consider re- adoption of all procedures.**

Freedom of Information, Risk assessment, Grievance, Disciplinary, Complaints, Child Protection, Emergency Plan, & Code of Conduct

After discussion all procedures were readopted

16. **To consider Adoption of a General data Protection Regulations (GDPR) procedure.**

The clerk advised that procedures were currently under development with some actions in terms of privacy notices being posted on the web site, and permissions from individuals to hold their data were well in hand. Consideration to adopt IAC as the Data Protection Officer and to hold a formal GDPR audit in the autumn would be discussed at the May ordinary PC meeting.

17. **To confirm Bank Signatories and agree additional signees**

After discussion it was agreed that the current signatures (Cllrs F Bihlmeier, C Kenny, L Love, S. O'Leary & T Weeden Plus Clerk) were sufficient.

Note: Clerk's signature is for confirmation that correct procedures and

Quotation processes have been followed

18. **To Confirm payment of Aviva Insurance, Npower utility, Vodafone mobile & PWLB loan by Direct Debit**

It was agreed to continue with payments via direct debit for the above.

note: no current PWLB loan active, approval for one received from DCLG.

19. **Confirmation of dates for Council and committee meetings during 2017/18**

After discussion it was agreed to confirm the full Schedule agreed at the November 17 PC meeting, with the exception of the August meeting. This would now be removed from the schedule and a view taken at the July meeting if an August meeting was required. It was noted that many parishes do not hold an August meeting and activity at County and District council was limited at that time.

There being no further business the meeting closed at 7.10pm

Signed:

Date: