

**Minutes of the Colebrooke Parish Council Annual Meeting held on 14th May 2019 at
Colebrooke Parish Hall**

Present: Cllrs G Shepherd (Chairman), N Enderson, S Graham, D Clarke, S Smith, R Hodder and A White (MDDC)

In Attendance: Mrs D Shepherd (Clerk)

19/20 – 1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

It was **resolved** to elect Cllr Shepherd as Chairman and he signed the Declaration of Office (Proposed Cllr Enderson)

19/20 – 2 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

It was **resolved** to elect Cllr Hodder as Vice Chairman and she signed the Declaration of Office (Proposed Cllr Shepherd)

19/20 – 3 To receive Declarations of Acceptance of Office from Councillors

Declarations of Acceptance of Office were received from Cllrs Shepherd, Enderson, Graham, Clarke, Smith and Hodder

19/20 – 4 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Niklaus and Cllr Way (DCC) (Proposed Cllr Shepherd)

19/20 – 5 To receive Declarations of Interest: To receive declarations of personal interest and disclosable pecuniary interest in respect of items of this agenda

There were no Declarations of Interest

19/20 – 6 Public Participation: To receive public comment on items on the agenda. A maximum of ten minutes is allowed for this item

There were no members of the public present

19/20 – 7 To review Committee structures and to appoint members to serve on the committees:

It was **resolved** to retain the Committees with the following membership:

- a** Planning: Cllrs Graham (Chair), Enderson, Shepherd and Clarke
- b** Finance: Cllrs Shepherd (Chair), Hodder, Enderson and Niklaus
- c** H R Committee : Cllrs Graham (Chair), Hodder and Niklaus
- d** Asset Management Committee (to include cemetery): Cllrs Shepherd (Chair), Niklaus, Enderson, Smith and Hodder

Signed.....Date.....

- 19/20 – 8 To review the Terms of Reference for the Finance Committee**
- It was **resolved** not to amend the Terms of Reference (Proposed Cllr Shepherd)
- 19/20 – 9 To review the Terms of Reference for the Planning Committee**
- It was noted that the Terms of Reference had been revised in 2018/19
- It was **resolved** not to further amend the Terms of Reference (Proposed Cllr Graham)
- 19/20 – 10 To review the Terms of Reference for the HR Committee**
- It was **resolved** to amend the Terms of Reference to include the role the Committee has in relation to Freedom of Information requests (Proposed Cllr Graham)
- 19/20 – 11 To review the Terms of Reference for the Asset Management Committee**
- It was **resolved** not to amend the Terms of Reference (Proposed Cllr Shepherd)
- 19/20 – 12 To confirm representatives on the following organisation: Village Hall Committee**
- It was **resolved** to confirm Cllrs Hodder, Graham and Shepherd as representatives on the Village Hall Committee
- 19/20 – 13 To review and confirm the Council’s Asset Register**
- It was noted that the new grit bin now needed to be added to the Register. The Clerk was asked to write to the parishioner who is storing the bin to ask if he needs assistance placing the bin at Ford Hill, as agreed with Highways.
- 19/20 – 14 To review the Council’s insurance policy**
- The Council reviewed the policy and made no changes to it
- 19/20 – 15 To review and make arrangements to reaffirm eligibility for the General Power of Competence**
- It was **resolved** to reaffirm eligibility and to adopt the General Power of Competence (Proposed Cllr Shepherd)
- 19/20 – 16 To review the Council’s Standing Orders**
- It was noted that the Standing Orders had been revised in 2018/19 in accordance with National Guidance and that no further review was required at this stage
- 19/20 – 17 To review the Council’s Financial Regulations**
- It was noted that the Financial Regulations are in line with National Guidance and that no further review was required at this stage. The revised Standing Orders provide additional guidance

Signed.....Date.....

19/20 – 18 To review and decide on amendments to Council policies including GDPR

It was noted that the Clerk, as agreed, continues to develop policies to support GDPR

19/20 – 19 To confirm the process for filling the vacancies for Councillors

The Clerk confirmed that as this was election year the Council can go straight to co-option and she will put up notices next week. Applications to be considered at the July meeting for the two vacancies. The Clerk was asked to send the notice to the Colebrooke Bell.

19/20 – 20 Dates and times of Meetings: July 16th, September 10th, November 19th, January 21st, March 17th (to include the APM) and May 19th (to include the Annual Meeting).
The Clerk to circulate Committee dates.

Signed.....Date.....