

Minutes of the One Hundredth and Twenty-first Annual Meeting of the Salford Priors Parish Council held in the Baptist Church Hall Dunnington on Wednesday 13th May 2015 at 7.00pm.

Present: Councillors, K Littleford (Chairman), K James, J Stedman, L Maude, L Wright, D Penn, P Dare, A Green and T Littleford.

Also in attendance: Warwick County Councillor M Brain, District Councillor M Cargill and two members of the public.

1. Election of Chairman

Cllr. Wright proposed, Cllr. James seconded, that Cllr. Karen Littleford be appointed Chairman of the Council for the municipal 2015/2016. There being no other nominations, Cllr. Karen Littleford was elected to the position of Chairman unopposed.

2. Declaration of acceptance of Office by Chairman

Cllr. Littleford signed the declaration of acceptance of office witnessed by the Clerk to the Parish Council.

3. Election of Vice-Chairman

Cllr. James proposed, Cllr. Wright seconded, and it was agreed unanimously, that Cllr. Liam Maude be elected Vice-Chairman of the Council for the municipal year 2015/2016.

4. Apologies for absence

None. All Councillors were in attendance.

5. Declarations of Office and Disclosure of Interests

Members were reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend, or close associate.

- a. **Register of Interests.** Members were reminded of the need to keep their register of interests up to date.
- b. **Dispensations.** The Clerk confirmed that there were no written requests for disclosable pecuniary interest dispensations.
- c. **Declaration of Interests.** Members were asked to disclose any disclosable pecuniary interests in items on the Agenda and their nature. Councillors with a disclosable pecuniary interest were required to leave the room for the relevant agenda item.

Members were asked to declare any other disclosable interests in items on the Agenda and their nature.

Cllr P Dare – Item 7(c)

- d. **Declaration of Office – Absent members.** There were no absent Members.

6. Appointments

a. Rights of Way Inspector.

Council agreed that Cllr. D Penn should act as Rights of Way Inspector.

b. Playing Field Inspector.

Council agreed that the Clerk to the Parish Council should act as Playing Field Inspector.

c. Communications Development Group.

Council agreed that Cllrs T Littleford, P Dare, K Littleford and L Maude (Technical Advisor) should act as members of the Communications Development Group.

d. Staffing Consultative Panel.

Cllrs. K James, K Littleford and J Stedman were nominated and agreed by Council to serve as the Staffing Consultative Panel.

e. Staffing Appeals Panel.

Cllrs. D Penn, L Wright and L Maude were nominated and agreed by Council to serve as the Staffing Appeals Panel.

7. Appointments to Outside Bodies

a. Memorial Hall Committee.

Cllr. Wright was nominated and agreed by Council.

b. TOPS Management Committee.

Cllrs. P Dare and L Maude were nominated and agreed by Council.

c. Youth Club Committee.

Cllr L Maude was nominated and agreed by Council.

d. Perkin's Educational Foundation.

Council noted that the Council's current representatives on the Perkin's Educational Foundation were Mrs Janet Satchwell, Mrs Dilys King, Dr. Stephen Roberts, and Dr Susan Juned. Council agreed to review the representative list in October 2015.

e. Marsh Farm Sand and Gravel Liaison Group.

Cllrs. J Stedman and L Wright, were nominated and agreed by Council.

f. Warwickshire Association of Local Councils.

Cllr. K James was nominated and agreed by Council.

g. Salford Priors Neighbourhood Development Plan Consultative Working Group

Cllrs. K James, K Littleford, L Maude, T Littleford and A Green were nominated and agreed by Council.

8. Approval of the Council's Regulatory Documents

The Council's Regulatory Documents comprised: Standing Orders, Financial Regulations, Risk Management, and the Health and Safety Policy. At a previous Council meeting held on 19th December 2012 it was agreed that, to ensure consistency, these documents should be reviewed formally and approved at the Annual Meeting of the Parish Council each year. Prior to the 2015 Annual Meeting the Clerk had circulated a copy of each of the Regulatory Documents by email for review by Members. After formal acceptance at the Annual Meeting, new Members were to be provided with hard copies of each document. Returning Members would receive repeat hard copies on request.

a. Standing Orders. Proposed by Cllr. J Stedman, seconded by Cllr. K James that the Standing Orders as circulated be adopted without change. Agreed unanimously by Council.

b. Financial Regulations. Proposed by Cllr. K James, seconded by Cllr. L Wright that the Financial Regulations as circulated be adopted without change. Agreed unanimously by Council.

c. Risk Management. Proposed by Cllr. J Stedman seconded by Cllr. L Wright that the Risk Management Policy as circulated be adopted without change. Agreed unanimously by Council.

d. Health & Safety Policy. Proposed by Cllr. J Stedman seconded by Cllr. L Wright that the Health & Safety Policy as circulated be adopted without change. Agreed unanimously by Council.

9. Asset Register.

It was agreed that the Asset Register would be reviewed by the Clerk and presented for consideration by the Council at a later date.

10. Closure of the Annual Meeting

The Annual Meeting of the Council was closed by the Chairman at 19:15hrs

Signed.....

Date.....