

Minutes of the One Hundredth and Twenty-second Annual Meeting of the Salford Priors Parish Council held in the Memorial Hall Salford Priors on Wednesday 18th May 2016 at 7.00pm.

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

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

1. Election of Chairman

Cllr K James proposed, Cllr L Maude seconded, that Cllr. Karen Littleford be appointed Chairman of the Council for the municipal 2016/2017. 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 K James proposed, Cllr J Stedman seconded, and it was agreed unanimously, that Cllr Liam Maude be elected Vice-Chairman of the Council for the municipal year 2016/2017.

4. Apologies for absence

Cllr L Wright – away on business

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 by the Chairman of the need to keep their register of interests up to date. Cllr K James reiterated the important requirement for Council members to scrutinise their Register of Interests entries on the Stratford District Council website and to effect any necessary amendments.
- 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. There were no disclosable pecuniary interests reported.

Members were asked to declare any other disclosable interests in items on the Agenda and their nature. There were no other disclosable interests reported.

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.

f. Street Light Working Group.

Council agreed that Cllrs K Littleford, J Stedman, P Dare and A Green should act as members of the Street Light Working Group.

g. Playing Field Working Group.

Council agreed that Cllrs K Littleford, J Stedman, P Dare, D Penn and T Littleford should act as members of the Playing Field Working Group.

h. Amenity Contract Working Group.

Council agreed that Cllrs K James, K Littleford, A Green and P Dare should act as members of the Amenity Contract Working Group.

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 Sally Staley, Mrs Dilys King, Dr. Stephen Roberts, and Dr Susan Juned.

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

- a. Standing Orders.** Proposed by Cllr. J Stedman, seconded by Cllr. K James that review of the Standing Orders be postponed and tabled for discussion on the Agenda for the September 2016 Parish Council meeting. Agreed unanimously by Council.
- b. Health & Safety Policy.** Proposed by Cllr. J Stedman, seconded by Cllr. K James that the Health & Safety Policy as circulated be adopted without change except for inclusion of signature and date. Agreed unanimously by Council.
- c. Risk Assessment (NALC Model).** Proposed by Cllr. K James, seconded by Cllr. T Littleford that the Risk Assessment (NALC Model) which appears in the Salford Priors Parish Council Excel Cashbook 2016/17 be reviewed separately by a working group. Council agreed that working group members would be Cllrs K James, J Stedman and T Littleford.
- d. New NALC Model Financial Regulations.** Proposed by Cllr. K James, seconded by Cllr. T Littleford that the new NALC Model Financial Regulations be reviewed separately by a working group. Council agreed that working group members would be Cllrs K James, J Stedman and T Littleford.

9. Asset Register. The Clerk explained changes occurring during FY 2015/16 on the Asset Register. A question arose regarding TOPS Building contents being included on the Asset Register. Clerk to liaise with Cllr P Dare to effect any necessary changes. Acceptance of the current Asset Register records was proposed by Cllr. K James, seconded by Cllr. T Littleford and agreed by all Council Members.

10. Closure of the Annual Meeting

The Annual Meeting of the Council was closed by the Chairman at 19:27hrs

Signed.....

Date.....