

HOPTON AND COTON PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

Hopton Village Hall Wednesday 15th May 2019 at 7. 30 p.m.

Number of Councillors required to make a quorum: 3

Public Participation 10 mins.

One member of the public was present plus County Councillor Beatty

Present: Cllr Brown-Bullivant (Vice chair), Cllr Bennett, Cllr Brindley and Cllr Rogers

MINUTES

Cllr Mrs June Brown-Bullivant, Vice Chairman of the Council for 2018/19, opened the proceedings

19/95 Election of the chairman of the parish council 2019/20 and the signing of the Declaration of Office It was RESOLVED to elect Cllr J Rogers as Chairman of the parish council – NOMINATED by Cllr Bennett. SECONDED by Cllr Brindley. The vote was unanimous

19/96 Election of the vice chairman of the parish council 2019/20. It was RESOLVED to elect Cllr Brown-Bullivant as Vice Chairman of the parish council – NOMINATED by Cllr Brindley, SECONDED by Cllr Bennett. The vote was unanimous.

19/97 To consider the motion: “any absent Councillor should be allowed to sign the Declaration of Office at a specified future date.” THIS MOTION WAS CARRIED.

19/98 To receive apologies: apologies were received from Cllrs Gilbert and Harp.

19/99 To note the Clerk’s report: The Clerk’s report was duly noted

19/100 To note the minutes from the Annual Meeting of the Council in 2018. The minutes were duly noted. They were APPROVED at the meeting immediately following the Annual Meeting of the Council in 2018

19/101 THE SIGHTING OF THE DEEDS HELD BY THE PARISH COUNCIL. The Clerk pointed out where she had placed a copy of the deeds for the Village Hall and grounds and also for the Village Green which the parish council owns. These were freely available.

19/102 To confirm the Councillors responsible for parish council contracts and weekly playground inspections. It was decided that Cllr Brindley should continue to carry out weekly playground inspections. The decision as to who would be responsible for contracts was deferred.

19/103 To confirm the Councillors authorised to sign cheques. The Clerk confirmed that everyone was authorised to sign cheques apart from Cllr Rogers because he joined the Council after arrangements had been made. However, the Clerk is going to show Cllr Rogers the latest bank statements on a regular basis and this fits in with HPC’s

Financial Regulations where there is a recommendation that a Councillor sees the bank statements but preferably, not a Councillor who is a signatory or the Chairman.

19/104 To confirm the minimum number of meetings to be held throughout the year. The Clerk said that the minimum number of meetings is three

19/105 To determine the dates and venue of all the planned meetings. It was decided that the meetings should take place on the first Wednesday of the month at Hopton Village Hall at 7.30 p.m.

19/106 The appointment of any new committees. It was decided that there was no need to appoint any new committees.

19/107 A review of the inventory of land and assets including buildings and equipment. The Clerk issued a revised version of the Asset Register, the only addition being that of the digital voice recorder that had been recently purchased.

19/108 Confirmation of insurance cover. The Clerk confirmed the insurance cover. A synopsis of the cover was in the Clerk's Report

19/109 A review of the council's subscriptions to other bodies. The council subscribes to SPCA, SLCC, "Clerks and Councils Direct" and Support Staffordshire.

19/110 A review of the council's complaints procedure. It was confirmed that all complaints should go to the Chairman of the parish council in the first instance.

19/111 A review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. There is a Publication Scheme which should be the first point of reference for anyone seeking information. The scheme confirms the arrangements for a FOI request

19/112 A review of the council's policy for dealing with the press / media. It was confirmed that the press should go to the Chairman for any information sought.

19/113 A review of the risk assessment, standing orders and financial regulations. Everyone had had a copy of the risk assessment. There have been no changes. Concerning the standing orders, the only potential change was following a motion from a previous meeting which said, in spirit, that the council should not act on the advice of one single Councillor who represents the council on an outside body e.g. HS2. The final wording of this has yet to be worked out. Concerning Hopton's financial regulations, the only possible change is mentioned in item 19/103.

19/114 To consider the proposal that Hopton and Coton Parish Council should adopt the "General Power of Competence". The council meets the criteria for adopting this power (the Clerk is fully qualified and two thirds of the Councillors have been elected.) She also confirmed what the General Power of Competence means. It was RESOLVED to adopt the General Power of Competence – Nominated by Cllr Rogers. SECONDED by Cllr Brown-Bullivant. The vote was unanimous.

The meeting finished at 8.00 p.m.