

SANDIACRE PARISH COUNCIL

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Minutes of the **ANNUAL PARISH COUNCIL** meeting held on Tuesday, 3 May 2022 at 6.40pm in The Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr W Major	Chairman
A	Cllr Mrs L Bilbie	
	Cllr S Bilbie	Vice-Chairman
A	Cllr Mrs S Dickman	
	Cllr Mrs C French	
A	Cllr A Gibson	
A	Cllr Mrs S Hales	
A	Cllr T Hales	
	Cllr S Jarratt	
	Cllr Mrs C Powers	
A	Cllr N Raycraft	
	Cllr T Sanghera	
	Cllr Mrs K Stewart	
	Cllr R Stewart	

IN ATTENDANCE: Mrs M Bloor - Clerk to the Parish Council

MEMBERS OF THE PUBLIC: One

The Chairman welcomed everyone to the Annual Parish Council meeting.

1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR

Cllr Major invited nominations for the position of Chairman.

Proposed Cllr Bilbie and seconded by Cllr Sanghera that Cllr Major be elected Chairman.

RESOLVED UNANIMOUSLY: that Cllr Major be elected Chairman for the forthcoming year

In accordance with the Local Government Act 1972, Cllr Major signed the Declaration of Acceptance of Office before the Clerk.

The Chairman thanked Cllr Bilbie for all his support as Vice-Chairman over the past year.

2. TO ELECT THE VICE-CHAIRMAN FOR THE COMING YEAR

Cllr Major invited nominations for the position of Vice-Chairman.

Proposed by Cllr Major and seconded by Cllr Stewart that Cllr Bilbie be elected Vice-Chairman.

RESOLVED UNANIMOUSLY: Cllr Bilbie be elected Vice-Chairman for the forthcoming year.

3. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor	Apology for absence received
Cllr Mrs L Bilbie	Other commitment
Mrs S Dickman	Holiday
A Gibson	Work commitment
Mrs S Hales	Family commitment
T Hales	Family commitment

4. TO RECEIVE ANY DECLARATIONS OF INTEREST

There were no declarations of interest received.

5. PUBLIC PARTICIPATION SESSION

No items were raised

6. ANNUAL PARISH COUNCIL MEETING

The Minutes of the virtual Annual Parish Council meeting held on Tuesday, 4 May 2021 were formally approved at the Parish Council meeting held on 6 July 2021.

7. TO APPOINT AN INTERNAL AUDITOR

RESOLVED UNANIMOUSLY: that Mr Brian Wood be appointed as the internal auditor for the forthcoming year

8. TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

I. Finance Committee

RESOLVED UNANIMOUSLY: to approve the following Committee structure and appointment of Committee Chair

1. Cllr W Major – Appointed Chairman
2. Cllr S Bilbie
3. Cllr Mrs L Bilbie
4. Cllr Mrs C French
5. Cllr C Powers
6. Cllr N Raycraft
7. Cllr T Sanghera

II. Grievance / Disciplinary Panels

The Grievance and Disciplinary Panels shall consist of the Chairman and two other Members, to be called upon as and when available.

Appeal Panel

The Appeal Panel shall consist of the Chairman or Vice-Chairman and two other Members, not previously involved, to be called upon as and when available.

III. Personnel Committee

The Committee shall meet as and when required throughout the year.

The Personnel Committee's role is to deal with all matters relating to employees the Parish Council may wish to deal with outside of a full Parish Council meeting.

The Parish Council delegates the power to the Personnel Committee to make decisions regarding employment matters on their behalf, including matters regarding grievance and disciplinary procedures.

It should be recognised that whilst the Personnel Committee are bound by the requirements to publicly advertise meetings and to publish Agendas and Minutes, that the majority of business is likely to be conducted in closed session due to the confidential nature of the business being transacted.

The Personnel Committee shall consist of the Chairman and all Members of the Council.

There will be a quorum of 3 Members.

7. TO REVIEW TERMS OF REFERENCE

RESOLVED UNANIMOUSLY: to approve the Terms of Reference shown below:

The Finance Committee shall meet in November, or as required, to monitor the Council's spending, review its financial affairs, set the annual budget and it determines the parish Precept and Concurrent Function's budget.

- Membership of the Committee shall be comprised of seven Members
 - Three Members of the Committee shall constitute a quorum for meetings
 - Committee Membership is established at the Annual Parish Council meeting
 - A Chairman will be appointed annually at the Annual Parish Council meeting
- I. To prepare the annual budget, including the Precept.
 - II. To consider priorities for work and reserves for future projects.
 - III. To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets.
 - IV. To consider adequate insurance cover of buildings and property and maintenance of the Council's Asset Register.
 - V. To monitor and ensure compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
 - VI. To monitor the Council's financial risk assessments and recommends changes where necessary.

Throughout the year the Clerk will prepare regular (at least quarterly) financial reports, which are presented to the Council for monitoring income and expenditure.

10. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED UNANIMOUSLY: that representatives be appointed to outside bodies for the forthcoming year, as follows:

Memorial Institute Management Board of Trustees

1. Cllr W Major
2. Cllr S Bilbie
3. Cllr S Dickman

4. Cllr Mrs K Stewart
5. Cllr R Stewart

Risley Education Foundation – 4 year appointment (To 2023)
 Cllr W Major - Parish Council representative.

Dr Bland's Alms Houses – Annual appointment

1. Rev O Trelenberg Vicar of St Giles' Church
2. Cllr W Major County Councillor
3. Cllr S Bilbie Parish Councillor
4. Cllr Mrs C French Resident of the parish

11. TO SET DATES AND TIMES OF ORDINARY MEETINGS FOR 2022/2023

RESOLVED UNANIMOUSLY: to approve the meeting dates as shown below

2022	
Tuesday, 7 June	
Tuesday, 5 July	
Summer Recess	
Tuesday, 6 September	
Tuesday, 4 October	
Tuesday, 1 November	
Tuesday, 6 December	
2023	
Tuesday, 10 January	Second Tuesday
Tuesday, 7 February	
Tuesday, 7 March	Annual <u>PARISH</u> Meeting 6.40pm
Tuesday, 4 April	
Tuesday, 2 May	Annual <u>PARISH COUNCIL</u> Meeting 6.40pm

The meeting closed at 6.50pm

Signed by the Chairman: _____

Date: _____