

# SANDIACRE PARISH COUNCIL

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Minutes of the ANNUAL PARISH COUNCIL meeting held on Tuesday, 9 May 2017 at 6.30pm in The Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

**PRESENT:**

	Cllr W Major	(Chairman)
A	Cllr Ms C Bilbie	
	Cllr Mrs L Bilbie	
	Cllr S Bilbie	(Vice-Chairman)
	Cllr Mrs J Chandler	
	Cllr Mrs S Dickman	
	Cllr G Dinsdale	
A	Cllr A Hardy	
	Cllr R Harris	
	Cllr T Pearson	
	Cllr Mrs C Powers	
	Cllr T Sanghera	
	Cllr Mrs K Stewart	
	Cllr R Stewart	

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

**MEMBERS OF THE PUBLIC:** Mrs French, Mrs Turner and Mr Walsh

**1. TO ELECT THE CHAIRMAN OF THE COUNCIL AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillors were invited to nominate a Chairman for the forthcoming civic year.

**RESOLVED** that Cllr Major be re-elected Chairman

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

**2. TO ELECT THE VICE-CHAIRMAN AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillors were invited to nominate a Vice-Chairman for the forthcoming civic year.

**RESOLVED** that Cllr Bilbie be re-elected Vice-Chairman of the Parish Council

**3. TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr Ms C Bilbie	Work commitment
Cllr A Hardy	Long-term convalescence

**4. TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**5. PUBLIC PARTICIPATION SESSION**

No items were raised.

**6. TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY, 3 MAY 2016**

**RESOLVED:** that the Minutes of the Annual Parish Council meeting held on 3 May 2016, copies of which have been previously circulated to Members, were confirmed as a true record

**RESOLVED:** that the Annual Parish Council Minutes would be agreed at the next full Council meeting in June

**7. TO APPOINT AN INTERNAL AUDITOR**

**RESOLVED:** to appoint Mr D Ingman as the internal auditor for a further year

The Clerk would inform Mr Ingman when she met him at the end of the week.

**8. TO REVIEW COMMITTEE STRUCTURES AND TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES**

A draft committee's structure was circulated at the meeting.

The meeting was adjourned for several minutes at 6.50pm to allow Cllr Mrs Powers and Cllr Mrs Dickman to leave the room and consider their committee membership.

I. **RESOLVED:** to disband the Road Safety Advisory Group as it had not met

II. **RESOLVED:** to extend the remit of the Cemetery and Parks Committee to include open spaces

III. **RESOLVED:** to approve the following committee structure

<p><b>Planning</b>                  Cllr T Sanghera – Chairman                  Cllr S Bilbie                  Cllr Mrs Dickman                  Cllr G Dinsdale                  Cllr W Major                  Cllr Mrs K Stewart                  Cllr R Stewart</p>	<p><b>Cemetery, Parks and Open Spaces</b>                  Cllr S Bilbie – Chairman                  Cllr Mrs L Bilbie                  Cllr Mrs J Chandler                  Cllr R Harris                  Cllr T Pearson                  Cllr Mrs C Powers                  Cllr W Major</p>
<p><b>Finance</b>                  Cllr W Major – Chairman                  Cllr S Bilbie                  Cllr G Dinsdale                  Cllr R Harris                  Cllr T Pearson                  Cllr Mrs C Powers                  Cllr T Sanghera</p>	
<p><b>Personnel Committee</b>                  To consist of the Chairman and all Members of the Council, with a quorum of 5 Members.</p>	

**Personnel Committee – Sub Committees**

Grievance and Disciplinary Panels

The Grievance and Disciplinary Panels shall consist of the Chairman and two 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.

**9. TO REVIEW THE COMMITTEE TERMS OF REFERENCE**

Planning Committee

The Planning Committee has delegated authority to make independent decisions upon planning applications, unless applications were brought before the full Council due to time restraints or the importance of the application.

Finance Committee

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

1. To prepare the annual budget, including the Precept.
2. To include reserves for future projects.
3. To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets.
4. To include insurance of buildings and property and maintenance of the Council's Asset Register.
5. To review and amend the Council's Financial Regulations annually and to ensure that the Council is observing the regulations.
6. To monitor and ensure compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
7. To monitor the Council's financial risk assessments and recommend changes where necessary.
8. To review the Annual Statement of Accounts.

Throughout the year there will be monthly financial reports presented to the full Council for regular monitoring of income and expenditure.

Cemetery, Parks and Open Spaces Committee

To deal with the provision, maintenance and management of the Cemetery and to comply with the terms of the Burial Act.

To deal will all matters in relation to grounds maintenance on those pieces of land that the Parish Council owns and maintains. These include, Doncaster Avenue Recreation Ground, Springfield Park, Padmore Moorings, open space at Faircroft Avenue, Pinfold and compound and Memorial Institute grounds.

To deal with all aspects of hanging basket provision, tree works, grounds maintenance contracts, play inspections and Christmas lighting and the tree.

To deal with any highway's issues that required consideration.

Personnel Committee

The Committee shall meet as 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.

#### Grievance and Disciplinary Panels

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#### 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.

**RESOLVED:** to approve the above Terms of Reference

### **10. TO APPOINT MEMBERS TO OTHER BODIES**

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

- a) Borough and Parish Council's Forum (EBC)  
The Clerk and any Member may attend the twice yearly meetings at the Borough Council (Ilkeston and Long Eaton Town Hall).
- b) Memorial Institute Management Board of Trustees
  1. Cllr Mrs S Dickman
  2. Cllr S Bilbie
  3. Cllr Mrs K Stewart
  4. Cllr R Stewart
  5. Cllr W Major

Thanks were extended to Mrs Noskwith (non-Councillor representative) for all her work as a Trustee over many years.

It was noted that the Parish Council was custodian trustee of the charity and could appoint 5 nominative members, which included Councillor or non-Councillor members for a period of one year.

The 4 remaining places were provided by Representative Members from the Memorial Institute user groups.

- c) Parish and Town Councils' Liaison Forum (DCC)  
Any Member may attend.

d) Risley Education Foundation

It was noted that the term of office for the representative was four years (2014 to 2018).

Mr F Jones was currently the non-Councillor representative.

e) Dr Bland's Almshouses – Charitable Trust

1. Rev O Trelenberg As Vicar of St Giles' Church - Chairman
2. Cllr W Major As County Councillor
3. Cllr T Pearson As Parish Council representative

**11. TO FIX THE DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES FOR THE FORTHCOMING CIVIC YEAR**

2017	6 June	
	4 July	
	August recess	
	5 September	
	3 October	
	7 November	
	5 December	
2018	9 January	2 <sup>nd</sup> Tuesday
	6 February	
	6 March	Annual Parish Meeting 6.40pm
	3 April	
	1 May	Annual Parish Council Meeting 6.40pm
	Planning Committee	7.00pm
	Cemetery, Parks & Open Spaces Committee	7.20pm
	Full Council meetings	7.40pm
	Finance Committee (November)	TBC

**RESOLVED:** to approve the above meeting dates and times

**The meeting closed at 6.55pm**

Signed by the Chairman: \_\_\_\_\_

Date: \_\_\_\_\_