



DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 16 MAY 2018 in the ELDERS COMMUNITY CENTRE, ST AIDANS ESTATE, GREAT PRESTON AT 1800hrs.

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MEMBERS PRESENT:

Cllrs Bath, Dickinson, Taylor, Crossley, Blackburn and Hanson

Also present was the Clerk.

Apologies were received from Cllr Bentley.

1. CHAIRMANS WELCOME AND OPEN MEETING:

The Chairman welcomed all Councillors present and opened the meeting at 6.00 pm

2. ELECTION OF CHAIRPERSON FOR 2018/19 and to receive the Chair's declaration of Acceptance of Office.

Cllr Bath was nominated for Chairman by Cllr Hanson, seconded by Cllr Crossley and the motion was carried.

3. ELECTION OF VICE-CHAIRPERSON FOR 2018/19 and to receive the Vice Chair's Declaration of Acceptance of Office.

Cllr Taylor was nominated for Vice Chairperson by Cllr Blackburn, seconded by Cllr Hanson and the motion was carried.

4. TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS.

Ensure all Councillors have completed Register of Interest form, collect and action.

All Councillors have completed their Register of Interest forms, which were collected by Cllr Blackburn and will be actioned by Cllr Dickinson.

5. REVIEW WORKING & ADVISORY GROUPS/COMMITTEES and appoint members to serve on them.

Previously distributed potential working, advisory and liaison group list and terms of reference were used as a basis for discussion and agreement. Cllr Bentley had provided his views on the groups and his membership of them, which were fed into the meeting by Cllr Blackburn.

5a) Consider and agree which Councillors will serve on each group and agree the responsibilities of each group.

Village Hall Liaison Group:

Current membership - Cllrs Bentley, Hanson and Crossley.

Agreed membership - Cllrs Hanson, Crossley and Bentley.

Property & Assets Maintenance Group:

Current membership - Cllrs Bath, Hanson and Taylor. (Without Asset Register element)

Agreed Membership - Cllrs Bath, Hanson and Taylor (with liaison with Clerk on Asset Register element)

Environment working Party:

Currently not a working group, but mostly dealt with by Cllr Bentley, who is happy to continue in this role. Cllr Crossley willing to assist.

Finance:

Cllrs Taylor and Bath to carry out Audits periodically.

5b) To appoint a Chair or main contact point for each group.

As the meeting did not feel the need for chair or main contact point, no one was appointed in each group.

6. Appoint representatives on the undermentioned bodies as required.

6a) To nominate a Trustee and a representative for SWILLINGTON EDUCATIONAL CHARITY.

Trustee: Cllr Bentley was nominated by Cllr Dickinson, seconded by Cllr Crossley, motion carried.

Co-opted Representative: Cllr Taylor was nominated by Cllr Crossley, seconded by Cllr Hanson, motion carried.

6b) YLCA Council Representative(s) to attend branch meetings and for them to represent the Council as voting representatives at the meetings.

At present Cllr Dicknson and the Clerk.

Cllr Dickinson was nominated by Cllr Hanson, seconded by Cllr Crossley, Cllr Blackburn was nominated by Cllr Hanson, seconded by Cllr Crossley.

Motion carried.

7. Review and approve the following Policies:

Meeting agreed to accept the documents as they stand knowing there will be amendments. Part of the Annual Parish Council Meeting function is to look at these documents, revise and adopt. This will especially apply to current Data Protection legislation.

Cllr Bath asked if any revision to current documents can be highlighted in red, then when agreed, go back to black, to ensure amendments can be easily identified. It was agreed that revisions would be highlighted in some way.

- a) Standing Orders
- b) Financial Regulations
- c) Risk Management
- d) Publications Policy

It was agreed that a copy of the documents in physical format would be at each Parish Council meeting for reference. A copy of each form had already been placed in a binder and brought to the meeting by Cllr Dickinson. Cllr Dickinson commented re. a couple of insertions in risk for Insurance, which would be completed when information is available. Slight alterations to the GALPPC website may be needed to be the base of publications. Cllr Hanson proposed adoption on mass, Cllr Crossley seconded, motion carried. Master sheet to be signed by end of meeting.

8. RECEIVE YEAR END ACCOUNTS

a) Review and complete the required sections of the Annual Return for the year ended 31.03.18

Proposed by Cllr Hanson, seconded Cllr Bath motion carried.

b) Appointment of an Internal Auditor.

The Internal Auditor does not do a report, he checks the accounts, then fills in his section and signs it off.

Mr Geoff Haigh has held this roll in the past, without charge, requesting instead donation to McMillan charity.

Proposed Cllr Dickinson, seconded Cllr Taylor that Parish Council should accept Mr Haigh again this year to undertake the internal audit., motion carried.

Request by Cllr Crossley that thanks be given to people on sub-committees for work undertaken. Agreed by all.

Meeting closed at 18.50hrs.

Chair.....

Date.....