

**HOLT PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD
IN HOLT VILLAGE HALL AT 7.30 p.m.
ON THURSDAY 17 MAY 2018.**

**Present :-
P. Winney
J. Bowker
P. Mobbs
A. Blissett
G. Wotton
J. Harper
C. Lightfoot (Clerk)**

**In attendance:-
District Councillor Mrs Pam Cummings**

**Absent:-
County Councillor Mr P. Grove
Police Community Support Officer**

1.	<p>ELECTION OF THE CHAIRMAN AND SIGNING OF THE CHAIRMAN'S DECLARATION OF OFFICE.</p> <p>The Chairman thanked Parish Council for their hard work and support over the last 12 months and stepped down from his role. The Vice Chairman, Parish Councillor Mr J. Bowker, took the Chair. Vice Chairman Mr J. Bowker nominated Parish Councillor Mr P. Winney for the role of Chairman. This was seconded by Parish Councillor Mr P. Mobbs and unanimously agreed by Parish Council. Parish Councillor Mr P. Winney thanked Parish Council and retook the Chair. Under the direction of the Clerk Parish Councillor Mr P. Winney signed the Chairman's declaration of office.</p>	
2.	<p>TO CONSIDER APOLOGIES AND APPROVE REASONS FOR ABSENCE.</p> <p>The Clerk reported that apologies had been received from County Councillor Mr P. Grove who had submitted his Annual report for the Open Meeting.</p>	
3.	<p>ELECTION OF VICE CHAIRMAN.</p> <p>The Chairman asked for nominations for the position of Vice Chairman of Parish Council. The Chairman proposed Parish Councillor Mr J. Bowker for the role. This was seconded by Parish Councillor Mr J. Harper. All Parish Councillors were in agreement.</p>	

5.	<p>DECLARATIONS OF INTEREST</p> <p>a) Register of Interests. All Parish Councillors reviewed their Register of Interests and confirmed their were no changes to the information held.</p> <p>b) Register of Personal Interests. There was no registration of Personal interests for items on the agenda.</p> <p>c) Register of Prejudicial Interests. There was no registration of Prejudicial interests for items on the agenda.</p> <p>d) Written requests for the Council to grant a dispensation. There had been no written requests for dispensation.</p>	
5.	<p>TO APPROVE THE NEW STANDING ORDERS.</p> <p>The Clerk summarised the new Standing Orders highlighting the changes to the previous document. This had been circulated to all members of Parish Council prior to the Meeting. The Standing Orders were approved by Parish Council.</p>	
6.	<p>TO NOTE THE CODE OF CONDUCT.</p> <p>The Clerk confirmed that there had been no changes to the Code of Conduct over the past 12 months. Parish Council noted the Code of Conduct.</p>	
7.	<p>TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS, RISK ASSESSMENT AND INSURANCE REQUIREMENTS.</p> <p>The Clerk confirmed that the Financial Regulations had not changed over the past 12 months. Parish Council noted the Financial Regulations.</p> <p>The Clerk reported that she had updated the annual Risk Assessment for Parish Council and summarised the contents. The Chairman signed and dated the Annual Risk Assessment.</p> <p>The Clerk summarised the insurance requirements of Parish Council. Parish Council reviewed the cover that it currently holds and agreed to renew the insurance cover. The Clerk was asked to complete the necessary paperwork.</p>	CL
8.	<p>TO APPROVE THE MINUTES OF THE MEETING OF HOLT PARISH COUNCIL HELD ON 19 APRIL 2018.</p> <p>The minutes of the Meeting of Holt Parish Council held on 19 April 2018 were approved by Parish Council and signed by The Chairman as a true record.</p>	
9.	<p>TO CONSIDER MATTERS ARISING FROM THE PREVIOUS PARISH</p>	

	<p>COUNCIL MINUTES.</p> <p>a) Vacancy for Parish Councillor – progress report. The Clerk reported that she had been in email correspondence with a Parishioner who had expressed an interest in the vacant role of Parish Councillor and had invited them to the June Meeting of Parish Council. In the meantime it was agreed that the role would be re-advertised on the Parish websites and noticeboard.</p> <p>b) Holt Churchyard Project – progress report. The Chairman reported that he was still looking for a suitable mounting stone to complete the Holt Churchyard project. Following conversations with Nicky Dupays it would appear that Parish Council are able to apply for grant funding to complete the project. The question of maintenance of the Churchyard was raised. The Chairman agreed to research this matter with the Church and Mr T. Brookes who had been heavily involved in the Churchyard project.</p> <p>c) Litter pick – Parishioner query. The Clerk reported on a query from a Parishioner with regards to organising a litter pick within the Parish. The question of liability insurance arose and the Clerk was asked to contact the insurance brokers to clarify this situation.</p> <p>d) Wildflower meadow – progress report. The Chairman reported that he was arranging a meeting with Mr Tim Brookes and Parish Councillor Mrs G. Wotton to discuss the issue further. He further reported that County Councillor Mr P. Grove had spoken to Highways on behalf of Parish Council about the project and Parish Council are currently awaiting a response.</p>	<p>CL</p> <p>PW</p> <p>CL</p> <p>PW</p>
<p>10.</p>	<p>FINANCE</p> <p>a) To note the current bank balances. It was confirmed that the Deposit Account stood at £9100.58p and the Current Account stood at £2094.12p. The Clerk confirmed that these balances included the receipts of the first half of the Precept and £2003.24 VAT reclaim. The balances were before the issuance of the cheques listed below.</p> <p>b) To consider payments made in accordance with the attached schedule. The following cheques were approved and signed and the counterfoils and invoices initialled by 2 councillors; £112.20 (Cheque No. 1180) Mr R. Harrison (Lengthsman – April 2018), £405.73 (Cheque No. 1181) Worcestershire CALC (Annual subscription), £186.17 (Cheque No. 1182) Upper Bridge Enterprises (Website – Annual fee), £359.02 (Cheque No. 1182) BHIB Ltd (Annual insurance renewal), £5.00 (Cheque No. 1183) Mrs C. Lightfoot (Clerks expenses – May 2018), £327.50 (Cheque No. 1184) Mrs C. Lightfoot (Clerks salary – May 2018).</p> <p>c) To review the actual spend against budget. Parish Council noted the actual spend against budget. The Clerk confirmed that Mr T. Stanley had completed the internal audit and the paperwork would be submitted shortly.</p>	
<p>11.</p>	<p>DATE OF NEXT MEETING</p>	

	The date of the next Meeting of Parish Council was confirmed as 21 June 2018.	
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