

**HOLT PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD  
IN HOLT VILLAGE HALL AT 7.30 p.m.  
ON THURSDAY 21 MAY 2015.**

**Present :-**

**P. Winney (Vice Chairman)  
A. Blissett  
M. Troman  
G. Wotton  
J. Harper  
C. Lightfoot (Clerk)**

**In Attendance:-**

**County Councillor Mr P. Grove**

**Absent:-**

**District Councillor Mrs Pam Cummings  
J. Bowker**

<b>1.</b>	<p><b>WELCOME TO NEW COUNCILLORS AND SIGNING OF DECLARATION OF OFFICE.</b></p> <p>In the absence of the previous Chairman of Parish Council the Clerk took the Chair and welcomed the new Councillors to Parish Council. Under the Clerk's direction all Councillors present signed the Declaration of Office. The Clerk explained that Mr J. Bowker had sent his apologies for the Meeting as he was away on holiday. Parish Council agreed that Mr J. Bowker could sign the Declaration of Office in the presence of the Clerk on his return from holiday.</p>	<b>CL JB</b>
<b>2.</b>	<p><b>ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF CHAIRMAN'S OFFICE.</b></p> <p>The Clerk invited nominations for the post of Chairman of the Parish Clerk. Parish Councillor Mr A. Blissett proposed Parish Councillor Mr. P. Winney as Chairman of the Parish Council. This was seconded by Parish Councilor Mr M. Troman. This was unanimously agreed by Parish Council. Parish Councillor Mr P. Winney thanked Parish Council. Parish Councillor Mr P. Winney signed the Chairman's Declaration of Office and took the Chair.</p>	
<b>3.</b>	<p><b>TO CONSIDER APOLOGIES AND APPROVE REASONS FOR ABSENCE.</b></p> <p>The Clerk reported that apologies had been received from Parish Councillor Mr J. Bowker and District Councillor Mrs Pam Cummings, both of whom were away on holiday. Parish Council approved the</p>	

	reasons for absence.	
4.	<p><b>ELECTION OF VICE CHAIRMAN.</b></p> <p>The Clerk 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><b>DECLARATIONS OF INTEREST</b></p> <p>a) Register of Interests. The Clerk reminded all Parish Councillors that they needed to complete a new Register of Interests and return it to MHDC Democratic Services. She further reminded all members of Parish Council that they needed to return their Electoral Expenses return to MHDC. Parish Council noted the time scale for the submission of these documents.</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>	ALL
6.	<p><b>TO NOTE THE STANDING ORDERS.</b></p> <p>The Clerk confirmed these had been circulated prior to the Meeting and explained their significance to Parish Council. There had been no changes to the Standing Orders. Parish Council noted the Standing Orders.</p>	
7.	<p><b>TO NOTE THE CODE OF CONDUCT.</b></p> <p>The Clerk confirmed this had been circulated prior to the Meeting and explained to all Parish Councillors the importance of reading and adhering to the Code of Conduct. There had been no changes to the Code of Conduct. Parish Council noted the Code of Conduct.</p>	
8.	<p><b>TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS, RISK ASSESSMENT AND INSURANCE REQUIREMENTS.</b></p> <p>The Clerk confirmed the Financial Regulations had been circulated prior to the Meeting and there were on changes. Parish Council noted the Financial Regulations.</p> <p>The Clerk presented the Risk Assessment to Parish Council and summarised the contents. The Risk Assessment was approved by Parish Council and signed by the Chairman.</p>	

	<p>The Clerk summarised the insurance requirements of Parish Council and presented the schedule for the insurance cover renewal. Parish Council approved the renewal of the insurance and the Clerk was asked to complete the necessary paperwork.</p>	
9.	<p><b>TO APPROVE THE MINUTES OF THE MEETING OF HOLT PARISH COUNCIL HELD ON 16 APRIL 2015.</b></p> <p>The minutes of the Meeting of Holt Parish Council held on 16 April 2015 were approved by Parish Council and signed by The Chairman as a true record.</p>	
n	<p><b>FINANCE</b></p> <p>a) To note the current bank balances. It was confirmed that the Deposit Account stood at £8,799.82p and the Current Account stood at £1,577.96p. Parish Council noted that the first half of the Precept had been received. The Clerk confirmed that these 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; £17.00 (Cheque No. 1001) NALC (LCR subscription), £138.00 (Cheque No. 1002) Mr C. Jones (Lengthsman April 2015), £308.33 (Cheque No. 1003) Mrs C. Lightfoot (Clerks salary), £19.18 (Cheque No. 1004) Mrs C Lightfoot (Clerk's expenses – April 2015), £394.51 (Cheque No. 1005) AON UK Ltd (Annual insurance cover).</p> <p>c) To review the actual spend against budget. Parish Council agreed the bank reconciliation and this was signed by the Chairman. Parish Council noted the actual spend against budget.</p>	
11.	<p><b>TO DISCUSS CO-OPTION PROCESS FOR OUTSTANDING COUNCILLOR VACANCY.</b></p> <p>The Clerk explained the co-option process for the outstanding Councillor vacancy. Parish Council agreed the vacancy should be advertised on all noticeboards in the Parish and on the website. Parish Councillors also agreed that they would speak to Parishioners who they thought may be interested. The Clerk reported that she had received an enquiry about the vacancy from a resident of Grimley Parish who fulfilled the requirement of living within 3 miles of the Parish boundary.</p>	
12.	<p><b>CORRESPONDENCE FOR INFORMATION</b></p> <p>The Clerk reported that all correspondence of note had previously been circulated to Parish Council.</p>	
13.	<p><b>DATE OF NEXT MEETING</b></p>	

	<b>The date of the next Meeting of Parish Council was confirmed as 18 June 2015.</b>	
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