

Minutes of the **Annual Meeting of Cainscross Parish Council** held on Monday 21 May 2018, commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

PRESENT: Councillors
Graham Barton
Eileen Berry
Peter Berry
Kim Cordon
Adrian Cross
Keith Mace
Neil Watkins

IN ATTENDANCE: Clerk
Administration
Assistant
Jeni Marshall
Sally Jones

APOLOGIES: Councillors
Roger Cordon
Jenny Miles

ABSENT: Councillor
Ron Smith

01/18 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

Councillor E Berry opened the meeting and asked the Clerk for any nominations already received for the position of Chairman. Nominations had been received for Councillors Barton and E Berry. Councillor E Berry asked for further nominations. There being no more nominations Councillor Barton explained that he did not wish to be considered and proposed that Councillor E Berry remains as Chairman for another year and proposed that the position may only be held for a maximum of two years unless there are no other Councillors willing to stand. This was seconded by Councillor Cross and carried with all in favour. Councillor E Berry signed the Declaration of Acceptance of Office.

02/18 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

Councillor E Berry asked for nominations. The Clerk had received two nominations Councillors Barton, and Councillor A Cross. Councillor Barton proposed that the position of Vice-Chairman may only be held for a maximum of two years unless there are no other Councillors willing to stand and that Councillor Cross remain as Vice-Chairman. This was seconded by Councillor E Berry and carried with all in favour. Councillor A Cross signed the Declaration of Acceptance of Office.

03/18 To receive apologies for absence

Apologies were received from Councillors R Cordon and J Miles.

04/18 To receive any declarations of interest from Members

None.

05/18 To receive any representations from members of the public

None present

- 06/18 To confirm the accuracy of, and sign the minutes of the last meeting of the Council
The minutes of the last meeting of the Council, held on 30 April 2018 were approved as a correct record and duly signed.
- 07/18 To review, amend and approve as appropriate Standing Orders and Financial Regulations for Cainscross Parish Council
Councillor E Berry proposed that the amendments were approved for the Standing Orders. This was seconded by Councillor Mace and carried with all in favour. There are no amendments to the Financial Regulations so they were adopted for the forthcoming year.
- 08/18 To review and approve the Code of Conduct for Councillors
Councillor Mace proposed that the current Code of Conduct be accepted with no amendments. This was seconded by Councillor Cross and carried with all in favour.
- 09/18 To review and approve the Community Engagement Policy
The Clerk explained that the section covering youth club provision has been removed. Councillor K Cordon proposed that the amended policy be accepted. This was seconded by Councillor Cross and carried with all in favour.
- 10/18 To review and approve the Action Policy for the forthcoming year
The Clerk explained that the policy has been updated. Councillor K Cordon proposed that the policy be accepted. This was seconded by Councillor Cross and carried with all in favour.
- 11/18 To review committee structures and to appoint members to serve on the committees
Following due discussion Councillor P Berry proposed to keep the same committee structure for the forthcoming year. This was seconded by Councillor K Cordon and carried with all in favour.

The membership of Committees was agreed as below;

PLANNING, HIGHWAYS & AMENITIES	RECREATION	FINANCE & STAFFING	COMMUNICATIONS & POLICY
Graham Barton	Graham Barton	Graham Barton	Peter Berry
Kim Cordon	Peter Berry	Jenny Miles	Kim Cordon
Roger Cordon	Kim Cordon	Ron Smith	Roger Cordon
Keith Mace	Roger Cordon		Keith Mace
Neil Watkins	Jenny Miles		Neil Watkins
	Ron Smith		
Eileen Berry (Ex-Officio)	Eileen Berry (Ex-Officio)	Eileen Berry (Ex-Officio)	Eileen Berry (Ex-Officio)
Adrian Cross (Ex-Officio)	Adrian Cross (Ex-Officio)	Adrian Cross (Ex-Officio)	Adrian Cross (Ex-Officio)

- 12/18 To review the Council and Committee terms of reference
Councillor K Cordon proposed that there be no changes to the Terms of reference for the Council or committees. This was seconded by Councillor Barton and carried with all in favour.

- 13/18 To appoint members to serve on the Pavilion Working Party
Councillor P Berry proposed that the working party remains as before. This was seconded by Councillor Barton.
Members of the working party;
- Councillor Barton
 - Councillor E Berry
 - Councillor P Berry
 - Councillor Cross
 - Councillor Miles
- 14/18 To appoint members, including the Chairman to serve on the Staffing panel
Councillor E Berry and Councillor Cross to remain on the staffing panel.
- 15/18 To appoint members, including the Chairman to serve on the Appeals Committee
Councillor Barton and Councillor E Berry to serve on the Appeals committee.
- 16/18 To review representation on or work with external bodies and arrangements for reporting back.

Western Canals Consultative group	Joint Cluster Group	RDPE Growth Programme (Cycling Infrastructure)	Social Isolation Group
Roger Cordon	Eileen Berry	Sally Jones	Kim Cordon
Adrian Cross	Jeni Marshall		Jeni Marshall

- 17/18 To review the Council's asset register.
The Asset Register was approved as a correct record of the Council's assets.
Councillor Barton queried depreciation and the Clerk explained that this is not appropriate for local councils and therefore the 'book' value of fixed assets will stay constant throughout their life until disposal. The Clerk will send out the information documentation relating to depreciation for Parish Councils
- 18/18 To set the dates, times and place of meetings of the Council for the year ahead.
The next meeting of the Council is immediately after this meeting.
Councillor Barton proposed that the Recreation and Finance and Staffing meetings are swapped round, with the Recreation meeting taking place first. This was seconded by Councillor Watkins and carried with all in favour. The dates for the rest of civic year were approved.

Signed

Dated

Actions

(07/08/09/10/18)	Amend policies and Issue	Admin Assistant
17/18	Documentation for Asset Register	Clerk
18/18	Amend Meeting Dates	Clerk