

Minutes of the **Annual Meeting of Cainscross Parish Council** held on Monday 13 May 2019, commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

PRESENT: Councillors  
 Graham Barton  
 Laura Beattie  
 Eileen Berry  
 Adrian Cross  
 David Dale  
 Carlos Novoth  
 Jenny Miles  
 Ros Scott-Hodgetts  
 Ron Smith  
 John Tyror

IN ATTENDANCE: Clerk  
 Jeni Marshall

APOLOGIES: Councillors  
 Keith Mace  
 Clive White

01/19 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. Councillor Miles proposed Councillor Novoth. Councillor E Berry asked if there were any further nominations. There being none Councillor Barton seconded the nomination and this was carried with all in favour. Councillor Novoth accepted the role and signed the Declaration of Acceptance of Office.

02/19 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

Councillor Novoth asked for nominations. Councillor Berry proposed Councillor Barton. This was seconded by Councillor Miles and carried with all in favour. Councillor Barton signed the Declaration of Acceptance of Office.

03/19 To receive apologies for absence

Apologies were received from Councillors K Mace and C White.

04/19 To receive any declarations of interest from Members

None.

05/19 To receive any representations from members of the public

None present

06/19 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 29 April 2019 were approved as a correct record and duly signed.

07/19 To review, amend and approve as appropriate Standing Orders and Financial Regulations for Cainscross Parish Council

Councillor Novoth proposed that the Standing Orders and Financial Regulations are approved. This was seconded by Councillor Barton and carried with all in favour. Councillor Barton asked if there should be any additions to cover GDPR. The Clerk will check this. GDPR was then discussed and the Clerk was asked to look into a course perhaps via the District Council for the Clerk and Councillors.

08/19 To review and approve the Code of Conduct for Councillors

Councillor Miles proposed that the current Code of Conduct be accepted with no amendments. This was seconded by Councillor Barton and carried with all in favour.

09/19 To review and approve the Community Engagement Policy

Councillor Beattie queried why the section covering youth club provision has been removed. The Clerk and Councillors explained that they have previously tried to provide youth clubs but not having a suitable hall has caused issues. It was agreed to add a paragraph about supporting the youth and other organisations who deal with youth provision in the Parish. The Clerk was asked to contact Steve Miles, the Hear by Rights Youth Officer at Stroud District Council to ask him to attend a meeting and talk to Council about how they can support local youth.

10/19 To review and approve the Action Policy for the forthcoming year

The Clerk explained that the Policy has been updated. Members noted the Policy.

11/19 To review committee structures and to appoint members to serve on the committees

Due to staffing pressures, the Clerk suggested to the Council that by cutting down on the amount of meetings held, this would save up to 8 hours work per meeting and also reduce staff lieu time. After due discussion, it was resolved to amalgamate the Planning, Highways and Amenities meeting with the Recreation meeting, to rename the Finance and Staffing meeting, Finance, Staffing and Policy and to cancel the Communications and Policy Committee in favour of returning to a Working Party for the Fourwards. Some members raised concerns about the possible length of the new PHAR meeting, but it was agreed to monitor this and review the situation at the August Full Council meeting.

The membership of Committees was agreed as below;

Planning, Highways, Amenities &Recreations	Finance, Staffing and Policy	Newsletter Working party
Eileen Berry	Eileen Berry	Clive White
Laura Beattie	Laura Beattie	Laura Beattie
Adrian Cross	Jenny Miles	Eileen Berry
David Dale	John Tyror	Adrian Cross
Jenny Miles	Ross Scott Hodgetts	
Ross Scott Hodgetts		
Ron Smith		
John Tyror		
Carlos Novoth (Ex-Officio)	Carlos Novoth (Ex-Officio)	
Graham Barton (Ex-Officio)	Graham Barton (Ex-Officio)	

Members who were not at the meeting should let the Clerk know which committees they wish to sit on.

- 12/18 To review the Council and Committee terms of reference  
It was resolved to make no changes to the Terms of reference for the Council or Committees and not to amalgamate the terms of PHA and Recreation until the review of the new structure in August.
- 14/18 To appoint members, to serve on the Staffing panel  
It was resolved to appoint Councillors Berry, Cross and Scott Hodgetts.
- 15/18 To appoint members, including the Chairman to serve on the Appeals Committee  
It was resolved to appoint Councillors Novoth, Scott-Hodgetts and Tyror 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	Social Isolation Group	Climate Change Group
Adrian Cross	Eileen Berry	Laura Beattie	Laura Beattie
	David Dale	Adrian Cross	Jenny Miles
	Ross Scott-Hodgetts	David Dale	Ross Scott-Hodgetts
			Clive White

- 17/18 To review the Council's asset register.  
The Clerk requested that a few items were removed such as toys and an old television which were left over from the youth club and either damaged or with no value. It was resolved that the Clerk will highlight the items and remove with approval of the Chairman.  
The Clerk was asked to re-print the register and send it out in hard copy to all Councillors.
- 18/18 To set the dates, times and place of meetings of the Council for the year ahead.  
Having discussed the change of Committees earlier in the meeting, it was resolved to try the alternative dates proposed by the Clerk incorporating the new structure.

Signed

Dated

#### Actions

1/02/19	Inform SDC of new Chairs	Clerk
07/19	Look in to GDPR Course	Clerk
09/19	Add youth paragraph and invite SDC Youth officer to a meeting	Clerk
11/19	Update Committee Structure and Meeting Dates	Clerk
17/19	Send out Asset Register to members	Clerk