

ILLOGAN PARISH COUNCIL

Minutes of the Annual Council Meeting held at the Penwartha Hall on Wednesday, 18th May 2011 at 7.40 p.m.

PRESENT: Councillors D Ekinsmyth (Chairman), R. L. Benney (Vice Chairman), R.J. Bentley, Ms V.R. Cadby, D.W. Davies, Ms L.M. Dunstan, G.D. Ford, P.T. Holmes (from point mentioned), J.V. Mayne, S.R.S. Szoka, T. Wilkins, I. Yates

IN ATTENDANCE: Mrs S. Ballinger (Clerk), Mrs S Morrissey [Admin Assistant]
2 members of the public.

AM11/1 CHAIRMAN'S WELCOME

The Chairman welcomed all present.

AM11/2 APOLOGIES FOR ABSENCE

No apologies for absence were received.

AM11/3 ELECTION OF CHAIRMAN

Cllr Ekinsmyth was proposed by Cllr Ford, seconded by Cllr Dunstan. The vote was unanimous

Resolved that Cllr Ekinsmyth be elected as the Chairman of the Council 2011/2012.

AM11/4 ACCEPTANCE OF OFFICE

Upon accepting the Office of Chairman Cllr Ekinsmyth thanked the Members, and made the Statutory Declaration of Office and signed the register.

AM11/5 APPOINTMENT OF VICE CHAIRMAN

Cllr Benney declined to stand as Vice Chairman. The Chairman then asked for nominations for Vice Chairman.

Cllr Wilkins was proposed by Cllr Ekinsmyth, seconded by Cllr Dunstan. There being no other nominations it was

Resolved that Cllr Wilkins be appointed Vice-Chairman. The vote was unanimous.

Cllr Wilkins accepted the appointment of Vice-Chairman and thanked the Members.

AM11/6 SIGNATORIES TO BANK MANDATE

It was proposed by Cllr Ford, seconded by Cllr Davies and

**Resolved that the present mandate should stand;
the signatories be Cllrs Mayne, Ford and Szoka with the Clerk.**

AM11/7 COMMITTEES

The Chairman reported that this matter was last addressed in detail at the Annual Meeting in April 2009. Since then, a small adjustment was made

ILLOGAN PARISH COUNCIL

to the numbers of Members only (in April 2010) but the focus, demands and resources of The Council have substantially changed.

For instance, there have been changes in staffing arrangements and the preparation and development of the Parish Plan is nearly complete. The annual review and scrutiny of its implementation could be undertaken by an ad hoc group at about the anniversary date .

a) Revised terms of reference:

1. Number of Committees:

That there be for the time being TWO (2) Programme Committees, namely:
Finance and Resources;
Planning and Environment;

2. Terms of reference: That the terms of reference of those Committees should include the following together with such additional duties and functions as may from time to time be referred to them:

2.1 Finance and Resources – budget preparation and monitoring; forward planning; capital purchases and leases; office facilities and equipment; staffing and personnel policy; contracted direct services; risk assessments; monitoring and scrutiny of Agencies for and with other local authorities.

2.2 Planning and Environment – statutory consultation on Planning development and control matters, minor road works and stopping-up orders; road naming; foot paths (definitive and permissive) modification orders and footpath clearance, the maintenance of open spaces and property in the care or possession of The Council

Lengthy discussion arose as to which committee progress on the Parish Plan should be reported. It was agreed that as the project was nearing completion, the current Steering Group would report to the Full Council.

It was proposed by Cllr Ford and seconded by Cllr Cadby. to accept the new committee format and terms of reference. The vote was 11 in favour and 1 abstention.

Resolved that there should be two committees with the above terms of reference.

b) Composition:

The membership of those Committees be comprised as follows:

2.1 Finance and Resources - Council Chairman and vice-Chairman plus 5 members

2.2 Planning and Environment – Council Chairman and vice-Chairman plus 5 members

Delegations:

That Decisions on behalf of The Council be delegated as may from time to time be resolved save that the Formal Responses to Planning and Transportation Applications and Consultations continue to be made directly by the Planning and Transportation Committees.

Some discussion arose. Cllr Yates felt that there should be more members per committee if there were less committees.

Cllr Holmes now entered the room.

ILLOGAN PARISH COUNCIL

Cllr Yates proposed an amendment that there should be 7 Members on each committee Plus Chairman & Vice Chairman instead of 5 members for both committees. This was seconded by Cllr Mayne.

It was resolved by a substantive motion to amend the number of members for each committee. The vote was 6 in favour, 5 against and 1 abstain.

Cllr Ford proposed and Cllr Cadby seconded a motion to accept the new composition of the committees. The vote was 10 in favour, 2 against.

Resolved to accept the composition of the committees as

2.3 Finance and Resources - Council Chairman and vice-Chairman plus 7 members

2.4 Planning and Environment – Council Chairman and vice-Chairman plus 7 members

AM11/8

NOMINATIONS TO EXISTING COMMITTEES & OUTSIDE BODIES

COMMITTEES

Planning - [9] Chairman, Vice Chairman Cllrs R Bentley, Ms Cadby, D Davies, Ms Dunstan, J Mayne, S Richardson, S Szoka

Finance and Resources - [9] Chairman, Vice Chairman Cllrs R Bentley, Ms Cadby, G Ford, J Mayne, S Szoka, I Yates and 1 vacancy.

It was proposed by Cllr Davies and seconded by Cllr Cadby, a vote 12 in favour, 1 abstain.

Resolved to accept the new membership to the Planning Committee and Finance and Resources Committee.

It was agreed to decide on the composition of Outside Bodies at the next meeting.

AM11/9

REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

Some discussion arose. The Standing Orders are being now being reviewed and will be completed in due course.

Financial Regulations have been reviewed during the year.

It was proposed by Cllr Ford and seconded by Cllr Szoka.

Resolved to adopt Financial Regulations and that the Finance & Resources Committee review the Standing Orders later in the year.

AM11/10

CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

It was proposed Cllr Wilkins, seconded Cllr Dunstan, the vote was unanimous.

Resolved that AON Insurance Ltd cover the insurance risk of Council.

ILLOGAN PARISH COUNCIL

- AM11/11 THE REVIEW OF THE COUNCILS AND EMPLOYEES' MEMBERSHIP OF OTHER BODIES.**
It was proposed Cllr Mayne, seconded by Cllr Benney
Resolved to continue Membership to CALC and SLCC. The vote was unanimous.
- AM11/12 CONFIRM CHAIRMAN'S ALLOWANCE**
It was proposed Cllr Bentley, seconded Cllr Benney and
Resolved that the Chairman's Allowance remain at £500 per annum, to be paid at quarterly intervals.
The Chairman did not vote.
- AM11/13 TERMS AND CONDITIONS OF APPOINTMENT OF CLERK**
It was proposed Cllr Ekinsmyth and seconded Cllr Mayne
Resolved that the Clerks current terms and conditions be maintained to be reviewed at the next meeting.
- AM11/14 THE PROPOSED CYCLE OF MEETING**
15th June 2011
20th July 2011
21st September 2011
19th October 2011
16th November 2011
14th December 2011
18th January 2012
15th February 2012
21st March 2012
18th April 2012
16th May 2012
It was proposed that the dates of meetings be accepted by Cllr Wilkins and seconded by Cllr Benney.
Resolved to accept the cycle of meetings.

The meeting closed at 8.17 p.m.

Signed:

Dated: