

SUTTON PARISH COUNCIL

Minutes of the Annual Meeting of Sutton Parish Council, held on Tuesday 14th May 2019, 7.30pm, in The Pavilion, The Brook, Sutton.

Present:	Mr M Inskip (Chair) Mr S Smith Mr B Watson	Mr B Browne Mr B Collard Mr A Newton	Mr B Harker Ms L Ruse	Mrs J Webb Mr B Goodjohn
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Public:	No public present	Clerk: Mrs R Hughes
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Not Present:	Miss D Finn Mr I Dewar
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01/19 Election of Chairman for year 2019/2020

- i) To elect a Chairman for 2019/2020.

It was proposed by Mr Harker, seconded by Mr Smith that Mr Inskip is nominated as Chairman, no further nominations were received, and it was **resolved following a vote of 9 for and 1 abstention that Mr Inskip is elected as Chairman for 2019/2020.**

- ii) Chairman to sign Declaration of Acceptance of Office.

Mr Inskip signed the declaration of acceptance of office as Chairman for 2019/2020.

02/19 Appointment of Vice-Chairman for year 2019/2020

It was proposed by Mrs Webb, seconded by Mr Watson that Mr Goodjohn be nominated as Vice-Chairman, a second nomination for Mr Browne was proposed by Mr Smith and seconded by Mr Harker. Following a vote of 5 in favour of Mr Browne it was **resolved that Mr Browne is appointed as Vice-Chairman for 2019/2020.**

03/19 Confirmation of signing of Declaration of Acceptance of Office for all members.

The clerk reported that all declarations except Mr Dewar's has been signed before the meeting this evening.

It was proposed by Mr Goodjohn, seconded by Mr Harker and **resolved following a vote of 9 in favour and 1 abstention to grant a 2 week extension for Mr Dewar to complete his declaration. In the event that this does not happen a vacancy will be declared.**

04/19 To receive and note apologies for absence

Apologies were received and noted from Mrs S Partington.

05/19 To receive declarations of interest – None to record.

06/19 To approve minutes of the meeting of 23rd April 2019

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved following a vote of 8 in favour and 2 abstentions that the minutes of the meeting of 23rd April 2019 were taken as a true record of the meeting and signed by the Chairman.**

07/19 Public Participation – No public present

08/19 To appoint members on to Standing Committees and review terms of reference.

1. Personnel Committee.

i) Review Terms of Reference of Personnel Committee.

The council reviewed the terms of reference for the personnel Committee and no amendments were made.

ii) To appoint members onto the Personnel Committee (4 members, plus Chair & Vice-chair)

It was resolved unanimously that the members of the Personnel Committee will be:

Mr Inskip Mr Browne Mr Harker
Mr Smith Mrs Webb Mr Goodjohn

09/19 Appointment of any new committees in accordance with standing order 4

1. Clerk to advice on the process of setting up a committee

The clerk informed the meeting of the procedure of setting up a planning committee, it would work to terms of reference as determined by Full Council, and would deal with planning matters.

2. To consider the appointment of a Planning Committee.

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved following a vote of 8 in favour and 2 abstentions to set up a Planning Committee with 9 Members.**

The Clerk will draft terms of reference, and appointments to the committee will be made at the next meeting of the council.

10/19 To appoint members onto Management Committees: -

1. Village Hall (Brooklands) Management Team. (2 members and 1 reserve)

It was resolved unanimously that the members of the Village Hall Management Team will be:

Mr Collard Mr Inskip Mr Goodjohn (Reserve)

2. The Glebe Management Team (2 members and 1 reserve)

It was resolved unanimously that the members of The Glebe Management Team will be:

Mr Harker Mr Watson Mr Browne (Reserve)

11/19 To appoint representatives on the under mentioned bodies: -

1. Joint HCV Committee (3 members)

It was resolved unanimously that the representatives on the HCV Committee will be:

Mr Inskip Ms Ruse Mr Newton

2. Ely Power Resources. (2 members)

It was resolved unanimously that the representatives on the EPR Committee will be:

Mr B Harker Mr B Collard

12/19 To appoint internal control members

1. Finance & online banking – (4 bank signatories)

It was resolved that the 4 bank signatories will be:

Mr Inskip Mr Smith Mr Collard Mr Browne

2. Bank reconciliation (2 members – not bank signatories)

It was resolved that the 2 members to check bank reconciliations will be:

Mr Harker Mr Watson

3. Health & Safety monitoring (2 members)

It was resolved unanimously that the 2 health & safety monitors will be:

Mr Harker Mr Collard

13/19 To appoint parish council members to working parties

It was resolved unanimously that the following members will be on the working parties.

1. **Financial Reporting & Controls**

**Mr Inskip Mr Browne Mr Watson Mr Harker
Mr Goodjohn Mr Newton**

2. **Traffic and Transport**

**Mrs Partington Mrs Webb Ms Ruse Mr Harker
Mr Goodjohn Mr Inskip Mr Newton Mr Smith**

3. **Sports & Recreation**

**Mrs Webb Mr Newton Mr Browne Mr Inskip
Mr Smith Mr Goodjohn**

4. **Digital Communications**

**Mrs Partington Mrs Webb Mr Watson Mr Collard
Mr Goodjohn**

5. Neighbourhood Plan - will now be under the Planning Committee remit.

14/19 Review and adoption of standing orders and financial regulations

1. To review and adopt Standing Orders
2. To review and adopt Financial Regulations

The council reviewed both documents and no amendments are required.

15/19 The General Power of Competence.

1. To consider report and resolve to adopt the General Power of Competence.

The clerk informed the meeting that the Council now met the criteria for using the General Power Of Competence, as it has more than 2 thirds of councillors elected, and a qualified clerk.

It was proposed by Mr Browne, seconded by Mr Goodjohn and **resolved unanimously that from the 14th May 2019 until the next relevant Annual Meeting of the council that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.**

16/19 CAPALC Membership Fees 2019/2020.

1. To discuss and approve CAPALC Membership fees 2019/2020

It was proposed by Mr Browne, seconded by Mr Inskip and **resolved unanimously to renew the membership to CAPALC for the year 2019/2020, at a sum of £647.47, and to include the additional sum for the GDPR membership option. £50 or £75 depending on the accounts threshold.**

17/19 Date of next meeting

Full Council - 28th May 2019

Dates of meeting for the Civic Year circulated.

The meeting closed at 9.58pm

Signed.....
Chairman

Date..... 28th May 2019