

SUTTON PARISH COUNCIL

Minutes of the Annual Meeting of Sutton Parish Council held on Tuesday 9th May 2017, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip Mr B Harker Mr S Smith Mr B Collard
Mr A Marking Miss A Poulter

Public: 2 members of public Clerk: Mrs R Hughes

01/17 Election of Chairman for year 2017/2018

i) Election of Chairman.

It was proposed by Mr Harker, seconded by Mr Collard that Mr Inskip is nominated as Chairman, no further nominations were forthcoming, and it was **resolved following a vote of 6 in favour and 1 abstention that Mr Inskip is elected as Chairman for 2017/2018.**

ii) Chairman to sign Declaration of Acceptance of Office.

Mr Inskip signed the Declaration of Acceptance of Office as Chairman for 2017/2018.

02/17 To receive and note apologies for absence

Apologies were received and noted from Mr B Browne, Mr Dewar, Mrs Partington, Mr Bigsby and Mrs Bigsby.

03/17 Appointment of Vice-Chairman for year 2017/2018

It was proposed by Mr Harker, seconded by Mr Smith that Mr Browne is nominated as Vice-Chairman, it was noted that Mr Browne was happy to be appointed in his absence. No further nominations were forthcoming, it was **resolved unanimously that Mr Browne is appointed as Vice-Chairman for 2017/2018.**

04/17 To receive declarations of interest.

None received.

05/17 Councillors to confirm Register of Interests updates where necessary.

Councillors present confirmed that their register of interests are up-to-date. Mr Collard made an amendment which will be sent to ECDC monitoring officer.

06/17 To approve minutes of the meeting of 25th April 2017

The minutes of the meeting of the 25th April 2017, were taken as read, approved and signed by the Chairman as a true record of the meeting.

07/17 Public Participation - No public wishing to speak.

08/17 Personnel Committee.

1. Review Terms of Reference of Personnel Committee.

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously that no changes are made to the Terms of Reference of the Personnel Committee.**

2. To appoint members onto the Personnel Committee

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously that the members of the Personnel Committee will be:**

**Mr M Inskip
Mr B Browne
Mr B Harker
Mr S Smith
Mrs S Partington
Mr A Marking**

09/17 To appoint members onto management committees: -

1. Village Hall (Brooklands) Management Team.

It was proposed by Mr Harker, seconded by Mr Smith and **resolved unanimously that 2 voting members will be appointed with one reserve.**

**Mr M Inskip
Mr I Dewar
Mr B Collard**

2. The Glebe Community Centre Management Team

It was proposed by Mr Harker, seconded by Mr Inskip and **resolved unanimously that 2 voting members will be appointed with one reserve.**

**Mr B Harker
Mr I Dewar
Mr A Marking**

10/17 To appoint representatives on the under mentioned bodies: -

1. Joint HCV Committee

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously that the representatives will be:**

**Mr M Inskip
Mr S Smith
Miss A Poulter**

11/17 To appoint internal control members

1. Finance & online banking

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously that the 4 bank signatories will remain the same.**

**Mr M Inskip
Mr B Browne
Mr B Collard
Mr S Smith**

2. Bank reconciliation

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that the members appointed to check bank reconciliations are (any 2 of 3)**

**Mr B Harker
Mr A Marking**

Mr I Dewar

3. Health & Safety monitoring

It was proposed by Mr Harker, seconded by Mr Inskip and **resolved unanimously that the members appointed to health and safety checks are**

Mr B Collard
Mr B Harker
Mr P Bigsby (Subject to his agreement)

12/17 To appoint parish council members to working parties

1. Financial Reporting & Controls

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously that the members of the working party are:**

Mr M Inskip
Mr B Harker
Mr B Browne
Mr I Dewar
Mr A Marking

Other members: Responsible Financial Officer

2. Traffic management & enhancement

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously that the members of the working party are:**

Miss A Poulter
Mr A Marking
Mr S Smith
Mr M Inskip
Mr B Harker
Mr P Bigsby

3. Neighbourhood Plan

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved unanimously that the members of the working party are:**

Mr M Inskip
Mrs S Partington
Mr S Smith
Mr A Marking

Other members: Cllr L Dupre, Cllr L Stubbs and Parish Clerk.

4. Sports & Recreation

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously that the members of the working party are:**

Mr S Smith
Miss A Poulter
Mr B Browne

5. Playing Field (joint with Sutton Pools & Conservation society).

It was proposed by Mr Harker, seconded by Mr Inskip and **resolved unanimously that the action for this working party is delegated to the sports and recreation working party, who will arrange to meet with Sutton Conservation Society and Sutton Pools Charity for that one item.**

13/17 CAPALC Membership Fees 2017/2018.

1. To discuss and approve CAPALC Membership fees 2017/2018

It was proposed by Mr Harker, seconded by Mr Smith and **resolved unanimously to approve the affiliation to CAPALC for 2017/2018 at a sum of £ 573.91**

14/17 Date of next meeting

23rd May 2017

The meeting closed at 8.20pm.

Signed.....
Chairman

Date.....