

# Bulmer Parish Council

**DRAFT** Minutes of the Bulmer Parish Council Annual Meeting

Held on 21<sup>st</sup> May 2018 at the Village Hall, at 7.15pm

**These minutes are unapproved until our next meeting scheduled for Monday 16th July 2018.**

Present: Cllr. S.Buchanan, Cllr. S. Morgan, Cllr. R. Raymond, Cllr. C.Leigh, Cllr.C. Bennett, Cllr. C. Street and Mrs D.Jacob (Parish Clerk)  
10 members of the public.

## **18/056 To Elect the Chairman**

Cllr. S. Morgan elected as Chairman for tonight's meeting only – Proposed by Cllr.R.Raymond, seconded by Cllr. C Leigh, all in favour, resolution passed.

**18/057** Chairman's Declaration of office, not signed – item to be deferred.

## **18/058 To Elect the Vice-Chairman**

Item to be deferred.

**18/059** VICE -Chairman's Declaration of office, not signed – item to be deferred.

## **18/060 Council Members advised to check register of Interests.**

Council members confirmed this had been checked.

## **18/061 Consent form to receive the Council Summons and Agenda electronically.**

Confirmed that all members have signed.

## **18/062 Review membership and agree renewal of the following bodies.**

Council Members agreed to renew membership to the EALC and Information Commissioner Office (Data Protection). Proposed by Cllr.S. Buchanan, seconded by Cllr.C.Leigh, all in favour, resolution passed.

## **18/063 To adopt Council Policies.**

- A. Code of Conduct & Nolan Principles
- B. Community Engagement Policy (new)
- C. Complaints Procedure
- D. Co-Option Policy
- E. Data Protection Policy
- F. Dignity at Work/Bullying and Harassment
- G. Equality & Diversity Policy
- H. Financial Regulations
- I. Freedom of Information Publication Scheme
- J. Grant Funding Policy
- K. Health & Safety Guide to Allotments
- L. Local Government Pension Scheme Discretions Policy Statement
- M. Public Participation at Parish Council
- N. Recording of Social Media
- O. Standing Orders (updated, recommendation from Internal Auditor)
- P. Strategic Risk Register Assessment (new)
- Q. Training & Development Policy
- R. Training Record (new)

Proposed by Cllr.C.Leigh, seconded by Cllr.S.Buchanan, all in favour, resolution passed.

## **18/064 Personnel Committee.**

**Item 1.** Re-adopted Terms of Reference for a Personnel Committee.

**Item 2.** To elect a Personnel Committee.

Cllr.C.Bennett, Cllr.R.Raymond and Cllr,C. Street, elected as members of the Personnel Committee

Signed.....

16<sup>th</sup> July 2018

**Item 3.** To elect a Chairman for the Personnel Committee. Cllr.C.Bennett elected as Chairman.  
Proposed by Cllr.S.Buchanan, seconded by Cllr.C.Leigh, all in favour, resolution passed.

**18/065 General Power of Competence.**

Bulmer Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'.  
Proposed by Cllr.C.Leigh, seconded by Cllr.S.Buchanan, all in favour, resolution passed.

**18/066 Asset Register**

Asset Register for 2018-2019 confirmed – Chairman signed.

**18/067 Responsible Financial Officer.**

Confirmation of Parish Clerk (Mrs Diane Jacob) to act as Responsible Financial Officer to the Council  
Proposed by Cllr.S. Buchanan, seconded by Cllr.R Raymond, all in favour, resolution passed.

**18/068 Bank Signatories.**

To confirm the three signatories for the Parish Council Barclays Bank Accounts are, Cllr.S.Morgan, Cllr.S.Buchanan and Cllr. C.Leigh.

Proposed by Cllr.C. Bennett, seconded by Cllr.R. Raymond, all in favour, resolution passed.

**18/069 Review and Confirm arrangements for Insurance Cover.**

Due to an ongoing legal dispute – no other quotes to consider – to continue and renew with Aon which has now been taken over by BHIB Insurance Brokers, renew for one year.

Proposed by Cllr.C. Bennett, seconded by Cllr.C. Leigh, all in favour, resolution passed.

**18/070 Village Hall Representative.**

Cllr.S.Buchanan elected to be a representative to attend Village Hall meetings.

Proposed by Cllr.C.Bennett, seconded by Cllr.R. Raymond, all in favour, resolution passed.

**18/071 Allotment Officer/Representative.**

Cllr.S.Buchanan elected to be a representative for the Allotments.

Proposed by Cllr.C. Leigh, seconded by Cllr.R. Raymond, all in favour, resolution passed.

**18/072 Transport Representative.**

Cllr.C.Bennett elected to be a representative to attend Transport meetings

Proposed by Cllr.S.Buchanan, seconded by Cllr.C.Street, all in favour, resolution passed.

**18/073 Coe's Meadow Representative.**

Cllr.C.Leigh elected to be a representative to attend Coe's Meadow Committee meetings.

Proposed by Cllr.R. Raymond, seconded by Cllr. S. Buchanan, all in favour, resolution passed.

**18/074 Planning Officer/Representative.**

Cllr.C.Leigh elected to be a representative to attend Planning meetings.

Proposed by Cllr.S. Buchanan, seconded by Cllr.R. Raymond, all in favour, resolution passed.

**18/075 Volunteers.**

To confirm the tree warden is Peter Rowe, to be confirmed, therefore, deferred until next meeting.

To note and confirm any volunteers over the age of 75 are **Not** covered by the Parish Council Insurance.

A letter has already been sent to the litter picker volunteers, who are already aware of this.

**18/076** Thanks expressed to Cllr.S.Buchanan, for her previous role as Chairman, for continuing with What's Going On Newsletter and the newcomers welcome letter.

**Closed Annual Meeting at 7.44pm**

Signed.....

16<sup>th</sup> July 2018