

## **MINUTES OF THE ANNUAL MEETING OF CODDINGTON PARISH COUNCIL** **held at 7:00pm on 5 May 2015 in the Village Hall.**

### **Present:**

Members: Cllrs Cox (Chairman), Allen, Armstrong, Carver, Gangel, Hedge, Molloson, O'Donnell, Parrett, Rowden-Allen.

In Attendance: Mrs Y Wellard (Clerk), County Cllr Dobson, District Cllr Payne, District Cllr Lee.

### **1. Apologies for Absence.**

There were no apologies for absence.

### **2. Election of Officers.**

a. **Chairman.** Cllr Molloson proposed, seconded by Cllr Parrett, that Cllr Cox be elected as Chairman of Coddington Parish Council for the coming year. The vote in favour was unanimous.

b. **Vice-Chairman.** Cllr Gangel proposed, seconded by Cllr Carver that Cllr O'Donnell be elected as Vice-Chairman for the coming year. The vote in favour was unanimous.

c. Cllr Cox and Cllr O'Donnell signed Declarations of Acceptance of Office.

### **3. Election of Representatives.**

#### **a. Coddington Trust Fund (2).**

Cllr Molloson, agreed to continue as the Parish Council's elected representative for a second year of her four year term as a Trustee. Mr Frank Elliott would also continue for the final year of his four year term.

#### **b. Coddington Village Hall Charity Trust Committee (1).**

Proposed by Cllr Parrett, seconded by Cllr Allen, it was unanimously agreed that Cllr Armstrong should continue as the Parish Council's representative.

#### **c. NALC - Newark Area Committee (2).**

Proposed by Cllr Molloson, seconded by Cllr Gangel, it was agreed that Cllr Cox and the Clerk would continue as the NALC representatives for the Parish Council.

#### **d. Coddington Community Association (1).**

Proposed by Cllr Carver, seconded by Cllr Parrett, it was agreed that Cllr Rowden-Allen would continue as the CCA representative.

#### **e. Safer Neighbourhood Group (2).**

Proposed by Cllr Armstrong, seconded by Cllr Carver, it was agreed that the Parish Council would be formally represented by Cllr Gangel and the Clerk. As SNG meetings are open, all Members of the Council have the option to attend.

#### **f. Allotment Working Group (3).**

Proposed by Cllr Molloson, seconded by Cllr Rowden-Allen, it was agreed that the Allotment Group members would be Cllr Allen, Cllr Parrett and Cllr Hedge in addition to the Chmn and Vice Chmn's ex-officio roles.

#### **g. Newark Healthcare Consultative Group (2)**

Proposed by Cllr Carver, seconded by Cllr Parrett, it was unanimously agreed that Cllr Cox and Cllr Molloson would continue to represent the Parish on this group.

4. **Annual Reviews.**

a) **Standing Orders.**

The standing orders agreed at the Parish Council meeting on 7 May 2015 had been previously circulated. The following points were raised:

SO15 The Newark Advertiser should be informed of all meetings and provided with an agenda.

SO12 Representation of the Parish Council on the Newark Healthcare Consultative Group to be amended to 2 members.

The **Clerk** would send the revised Standing Orders to all Members.

b) **Financial Regulations.**

FR 4.2 It was highlighted that the quarterly verification of the bank reconciliation should not be done by a cheque signatory. It was agreed that Cllr Armstrong would take on this responsibility.

c) **Risk Assessment.**

It was proposed by the Chairman that the format of the Risk Assessment should be changed to include provision for a tick list to show that checks had been carried out. The **Chmn, Vice Chmn** and **Clerk** would liaise to produce a new style document for circulation and approval.

d) **Asset Register.**

The notice board outside the Community Centre which had previously been omitted from the register was added to the list.

e) **Chairman's Allowance.**

It was agreed that the Chairman's expenses allowance would remain at £125 p.a.

5. **Confirmation of Meetings from May 2015 – April 2016.**

Parish Council meetings would continue to be held on the first Thursday of every month except August and December when no scheduled Council meetings would take place. The Annual Parish meeting would be held on Thursday 27 April 2017 in the Village Hall.

The meeting closed at 7.20 pm.