

## CODDINGTON PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF CODDINGTON PARISH COUNCIL HELD AT 7:00pm on 3 MAY 2018 in the VILLAGE HALL.

#### Present:

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

Clerk: Mrs Y Wellard.

In attendance: Co Cllr Dobson, 1 member of the public.

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

Apologies and a letter of resignation were received from Cllr Kerry Hamilton.

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

a. **Chairman.** Cllr Molloson proposed, seconded by Cllr Allen, that Cllr Armstrong be elected as Chairman of Coddington Parish Council for the coming year. There were no other nominations and the vote in favour was unanimous.

*Cllr Armstrong took the Chair for the remainder of the meeting.*

b. **Vice-Chairman.** Cllr Armstrong proposed, seconded by Cllr Parrett that Cllr Cox be elected as Vice-Chairman for the coming year. The vote in favour was unanimous.

c. Cllr Armstrong and Cllr Cox signed their Declarations of Acceptance of Office. Cllr Armstrong thanked Cllr Cox on behalf of all the Parish Council members for her strong leadership over the last three years. There was also a personal thank you from Cllr Dobson who said that Cllr Cox had worked very hard and been an excellent and diligent Chairman.

#### 3. **Membership of Parish Council Working Groups.**

a. **Allotments.** It was unanimously agreed that Cllrs Allen, Parrett and Hedge would continue as members of the Allotment Group with the Chairman and Vice Chairman, as ex-officio members.

b. **Planning.** It was agreed that the Planning Group for the coming year would be the Chairman and Vice Chairman, Cllr Molloson and Cllr O'Donnell.

#### 4. **Election of Representatives.**

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

It was agreed that the Parish Council would be represented by Cllr Molloson for her fourth and final year of office and Mr Frank Elliott for his second year.

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

It was unanimously agreed that Cllr Rowden-Allen would continue as the Parish Council's representative.

##### c. **Community Centre Association. (1)**

Cllr Hedge accepted a nomination to represent the Parish Council providing that another representative could be found for the Movement to Music group which she currently represented as a Trustee.

d. **NALC - Newark Area Committee (2).**

It was agreed that the Chairman and Clerk would represent the Parish Council.

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

It was agreed that the Parish Council would be formally represented by Cllr Gangel and Cllr Parrett. As SNG meetings are open, all Members of the Council have the option to attend.

f. **Newark Healthcare Consultative Group (2)**

It was agreed that Cllr Cox and Cllr Gangel would continue to represent the Parish Council

5. **Review of Parish Council Orders.**

a. **Standing Orders.**

Changes were agreed to the following orders:

*10. Management of Staff – There shall be an annual appraisal for all employees by the Chairman and Vice Chairman in September, followed by a review in March. The Reviewers shall consult with Members in October for a recommendation to be taken to the Parish Council in November.*

*27. Admission of the Press – If the meeting is to be recorded, the Council shall be informed of this at the start of the meeting. (additional sentence).*

It was agreed that there should be a further detailed review of standing orders to ensure that all recent legislation is included.

b. **Finance Regulations.**

There were no changes on finance.

c. **Risk Assessment.**

Cllrs agreed that this would be re-presented at the next meeting to approve the inclusion of clauses on GDPR and home-working.

d. **Asset Register.**

The list of assets was agreed with the addition of Traffic Monitoring Radar Equipment, a new bench for the C208 and two dog bins.

e. **Chairman's Allowance.**

It was agreed that the Chairman's Allowance would continue to be set at £125p.a.

6. **Confirmation of Meetings from May 2018 – April 2019.**

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. As both the Chairman and Vice Chairman would be absent from the June meeting, it was proposed by Cllr Armstrong and unanimously agreed by a show of hands, that Cllr O'Donnell be elected as Chairman for the June meeting with Cllr Parrett as reserve.

The meeting closed at 7.20 pm.