

CODDINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF CODDINGTON PARISH COUNCIL HELD at 6:00pm on 9 MAY 2019 in the VILLAGE HALL.

Present:

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

Clerk: Mrs Y Wellard.

In attendance: 3 members of the public.

1. **Apologies for Absence.**

There were no apologies for absence.

2. **Election of Officers.**

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

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

c. Cllr Armstrong and Cllr Rowden-Allen signed Declarations of Acceptance of Office.

3. **Membership.**

a. **Declarations of Acceptance** had been signed and returned to the Clerk by all Members prior to the meeting.

b. **Registers of Interests** – Members returned completed Registers of Interests to the Clerk to be published on the Parish Council web page and forwarded to the Returning Officer.

c. **Parish Council Vacancies** – The two vacancies resulting from the unopposed election would be notified on social media and in the newsletter, with a view to co-option at the July meeting.

4. **Election of Representatives.**

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

Cllr Molloson had completed her four-year term of office. Cllr O'Donnell expressed his interest and it was unanimously agreed that he would represent the Parish Council with Mr Frank Elliott who was in his third year in office.

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

It was agreed that Cllr O'Donnell would serve as the Parish Council's representative.

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

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

d. **Community Centre Association. (1)**

It was decided to defer this appointment until full Council membership was in place.

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

It was agreed that the Parish Council would be represented by Cllr Armstrong and Cllr Parrett.

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

It was agreed that Cllr Cox and Cllr McDonald would represent the Parish Council

5. **Membership of Parish Council Working Groups.**

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

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

6. **Review of Parish Council Orders.**

a. **Standing Orders.**

Changes were agreed to the following orders:

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

*13. **Representatives on Other Bodies** – Forthcoming vacancies will be announced at the April Parish Council meeting for consideration prior to appointment at the Annual Parish Council Meeting.*

b. **Finance Regulations.**

There were no changes on finance.

c. **Risk Assessment.**

There were no changes to the Risk Analysis. The existing separate risk assessment provided for Speedwatch volunteers would be added to the document.

d. **Asset Register.**

The list of assets was agreed as complete.

e. **Chairman's Allowance.**

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

f. **Bank Mandate.**

As it was proving difficult to organise internet banking for the current Natwest account, the Chairman proposed that a new account be set up at Natwest to replace the old account. This was unanimously agreed as the best way forward. Signatories for the new mandate would be the Chmn and Vice Chmn, Cllrs Cox, Parrett, O'Donnell, Molloson, and Allen and the Clerk.

7. **Confirmation of Meetings from May 2019 – April 2020.**

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 first meeting of 2020 was agreed for Thursday 9th January, and the Annual Parish Meeting for Thursday 16th April.

Cllr Armstrong gave his apologies for the next meeting on 6th June.

The meeting closed at 6:30 pm.