

**Coddington Parish Council**  
**Minutes of the Annual Parish Council Meeting held on 2<sup>nd</sup> May 2024 at 7.00pm**  
**in the Community Centre**

Present: Cllr McDonald (Chairman), Cllr Ayers, Cllr Mosedale, Cllr Armstrong, Cllr Parrett, Cllr Allen, Cllr O'Donnell, Cllr Jarvis, Cllr Hudson, Cllr Brooks

CPC 24-41 **To consider apologies for absence.**  
No apologies received.

CPC 24-42 **To elect officers:**  
**a. Chairman**  
It was proposed by Cllr McDonald, and seconded by Cllr Armstrong, that Cllr Ayers become chair of Coddington Parish Council for the 2024-2025 period.  
**b. Vice Chair**  
It was proposed by Cllr McDonald and seconded by Cllr Brooks, that Cllr Mosedale become Vice Chair of Coddington Parish Council for the 2024-2025 period.

CPC 24-43 **To elect representatives:**  
**a. Coddington Trust Fund**  
The council resolved that Cllrs O'Donnell and Armstrong represent the Parish Council at the Coddington Trust Fund meetings.  
**b. Coddington Village Hall Committee**  
The council resolved that Cllr O'Donnell represent the Parish Council at the Coddington Village Hall Committee meetings.  
**c. Coddington Community Association**  
The council resolved that Cllr Brooks represent the Parish Council at the Coddington Community Association meetings.  
**d. Safer Neighbourhood Group**  
The council resolved that Cllrs Parrett and Armstrong represent the Parish Council at the Safer Neighbourhood Group meetings.  
**e. Newark Healthcare Consultative Group**  
The council resolved that Cllrs Armstrong and Jarvis represent the Parish Council at the Newark Healthcare Consultative Group meetings.

CPC 24-44 **To appoint working group members:**  
**a. Allotment**  
The council resolved that Cllrs Parrett, Hudson, Ayers and Mosedale be part of the above titled working group.  
**b. Planning**

The council resolved that Cllrs Armstrong, Hudson and O'Donnell be part of the above titled working group.

**c. Pages Wood**

The council decided this group should consist of volunteers of both councillors and members of the public. This working group will be made later in the year at the end of the bird nesting season and operate on an ad hoc basis.

**d. Neighbourhood Plan**

The council resolved that Cllrs Ayers, Mosedale, Hudson and Allen be part of the above titled working group.

**e. Other**

There were no new working groups formed.

**CPC 24-45 To review Mandatory Parish Council Documents and agree schedule of review for Highly Recommended Documents:**

**Mandatory:**

- a. **Standing Orders** - Amendments were agreed and made;  
The heading 'Public Meetings' was changed to 'Annual Parish Meeting', for clarity regarding the 3 or 10 day notice;  
The item labelled 'Agenda' previously stated all matters for the agenda must be sent to the clerk 14 days prior to the meeting. This has changed to 10 days prior (the day before the agenda is posted on the website and noticeboards)
- b. **Financial Regulations**
- c. **Risk Assessment**
- d. **Register of Assets** – Amendments were made to remove the sign at Page's Wood.
- e. **Code of Conduct**
- f. **Data Protection Policy**
- g. **Insurance Policy** – Renewal of the new scheme/policy was agreed.
- h. **Freedom of Information Act Publication Scheme**

All the mandatory documents were reviewed and agreed (amendments as above). These will be uploaded to the website.

**Highly Recommended:**

- i. **Grievance & Disciplinary Procedure**
- j. **Training Policy**
- k. **Schedule of Meeting Dates**
- l. **Deeds and Leases**
- m. **Equality and Diversity**
- n. **Health and Safety**
- o. **Complaints Procedure**
- p. **Terms of reference for Working Groups**
- q. **Schedule of Allotment Fees and Tenancy Agreements**

It was agreed that all the highly recommended documents will be reviewed one at each meeting over the course of the next year. These will be uploaded to the website once formalised and agreed. (with exception of k. as those dates were agreed, as below)

**Schedule of Meeting Dates**

6th June 2024

4th July 2024

August - NO MEETING

5th September 2024

3rd October 2024

7th November 2024

5th December 2024 - NO PUBLIC MEETING – Budget meeting (councillors only)

9th January 2025

13th February 2025

6th March 2025

3rd April 2025

24th April 2025 Annual Parish Meeting

1st May 2025 - Annual Parish Council Meeting

*APCM Meeting closed 19:33*