

SANDIACRE PARISH COUNCIL

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Minutes of the **ANNUAL PARISH COUNCIL** meeting held on Tuesday, 6 May 2025 at 6.40pm in The Memorial Institute, 19a Doncaster Avenue, Sandiacre.

PRESENT:

	Cllr W Major	Chairman
	Cllr S Bilbie	Vice-Chairman
A	Cllr T Ford	
A	Cllr A Gibson	
A	Cllr Mrs S Hales	
A	Cllr T Hales	
	Cllr G Hickton	
	Cllr Mrs G Hickton	
	Cllr S Jarratt	
	Cllr J Lowrie	
	Cllr R Pound	
	Cllr T Sanghera	
	Cllr R Stewart	

IN ATTENDANCE: Mrs M Bloor - Clerk to the Parish Council

MEMBERS OF THE PUBLIC: Two

Cllr Major welcomed everyone to the Annual Parish Council meeting.

1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Major opened the meeting and invited nominations for the position of Chairman.

It was moved by Cllr Bilbie and seconded by Cllr Sanghera that Councillor Major be elected Chairman of the Parish Council for the ensuing year.

RESOLVED that, pursuant to the Local Government Act 1972, Councillor Major be elected Chairman of the Council until the next annual meeting

Cllr Major signed the Declaration of Acceptance of office before the Clerk.

2. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL

The Chairman invited nominations for the position of Vice-Chairman.

It was moved by Cllr Major and seconded by Cllr Sanghera that Councillor Bilbie be appointed Vice-Chairman of the Parish Council for the ensuing year.

RESOLVED that, pursuant to the Local Government Act 1972, Councillor Bilbie be elected Vice-Chairman of the Council until the next annual meeting

3. TO RECEIVE APOLOGIES FOR ABSENCE

Initialled by the Chairman: _____

Councillor	Apology for absence received and noted
Cllr Mrs Hales	Holiday
Cllr Hales	Holiday

RESOLVED: to accept the apologies for absence shown above

It was noted Cllr Gibson and Cllr Ford were absent without apology.

4. TO RECEIVE ANY DECLARATIONS OF INTEREST

There were no declarations of interest received.

5. PUBLIC PARTICIPATION

No items were raised.

6. TO RECEIVE A COPY OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY, 7 MAY 2024

RESOLVED: the Minutes of the Annual Parish Council meeting held on 7 May 2024, copies of which have been previously circulated to Members, were confirmed as a true record

7. TO APPOINT AN INTERNAL AUDITOR

To consider re-appointing East Midlands Audit Service Ltd.

RESOLVED: that Mrs S Stack be appointed as the Council's internal auditor for the coming year and until the next Annual Parish Council meeting

8. TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

I. Finance Committee

RESOLVED: to appoint the following Members and committee Chairman

1. Cllr W Major – Appointed Chairman
2. Cllr S Bilbie
3. Cllr T Sanghera
4. Cllr T Hales
5. Cllr Mrs S Hales
6. Cllr G Hickton
7. Cllr Mrs G Hickton

II. Personnel Committee

The Personnel Committee shall consist of the Chairman and all Members of the Council, to be called upon as and when required throughout the year.

There will be a quorum of 3 Members.

III. Grievance Panel

The Grievance Panel shall consist of the Chairman and two other Members, to be called upon as and when available.

IV. Disciplinary Panel

The Disciplinary Panel shall consist of the Chairman and two other Members, to be called upon as and when available.

IV. Appeal Panel

The Appeal Panel shall consist of the Chairman or Vice-Chairman and two other Members, not previously involved, to be called upon as and when available.

9. TO REVIEW TERMS OF REFERENCE

RESOLVED: to approve the Terms of Reference shown below:

1. Finance Committee

The Finance Committee shall meet in November, or as required, to monitor the Council's spending, review its financial affairs, prepare the annual budget and determine the Precept, for recommendation by full Council.

- Membership of the Committee shall be comprised of 7 Members
 - Three Members of the Committee shall constitute a quorum for meetings
 - Committee Membership is established at the Annual Parish Council meeting
 - A Chairman will be appointed annually at the Annual Parish Council meeting
- I. To prepare the annual budget, including the Precept.
 - II. To consider priorities for work and reserves for future projects.
 - III. To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets.
 - IV. To consider adequate insurance cover of buildings and property and maintenance of the Council's Asset Register.
 - V. To monitor and ensure compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
 - VI. To monitor the Council's financial risk assessments and recommends changes where necessary.

Throughout the year the Clerk will prepare regular (at least quarterly) financial reports, which are presented to the Council for monitoring income and expenditure.

2. Personnel Committee

The Personnel Committee's role is to deal with all matters relating to employees the Parish Council may wish to deal with outside of a full Parish Council meeting.

The Parish Council delegates the power to the Personnel Committee to make decisions regarding employment matters on their behalf, including matters regarding grievance and disciplinary procedures.

It should be recognised that whilst the Personnel Committee are bound by the requirements to publicly advertise meetings and to publish Agendas and Minutes, that the majority of business is likely to be conducted in closed session due to the confidential nature of the business being transacted.

10. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

a) Memorial Institute Management Board of Trustees

RESOLVED: to appoint the following 5 Members for a 1-year term of office

1. Cllr W Major – Appointed Chairman
2. Cllr S Bilbie
3. Cllr S Jarratt
4. Cllr T Sangera
5. Cllr R Stewart

b) Risley Education Foundation - Nominative Trustee 2023 - 2027

Appointed for a 4-year term of office, as per the Trust's Constitution.

Cllr W Major (Parish Council representative)

c) Dr Bland's Alms Houses – Nominative Trustees 2023 – 2027

Appointed for a 4-year term of office, as per the Trust's Constitution.

1. Cllr W Major County Councillor
2. Cllr S Bilbie Parish Council representative

11. TO SET DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL

RESOLVED: to approve the following meeting dates and times:

Date	Sandiacre Memorial Institute 19a Doncaster Avenue, NG10 5FJ	Time
Tuesday, 3 June 2025		7pm
Tuesday, 1 July		7pm
August – Recess		
Tuesday, 2 September		7pm
Tuesday, 7 October		7pm
Tuesday, 4 November		7pm
Tuesday, 2 December		7pm
Tuesday, 13 January 2026	SECOND TUESDAY	7pm
Tuesday, 3 February		7pm
Tuesday, 3 March	ANNUAL PARISH MEETING 6.40pm	7pm
Tuesday, 7 April		7pm
Tuesday, 5 May	ANNUAL PARISH COUNCIL 6.40pm	7pm

12. DIARY DATES 2025 – CIVIC EVENTS

Sunday, 9 November	6.30pm	Remembrance Evening Service	St. Giles' Church
Saturday, 29 November	4.30pm	Carols Around the Tree	Opposite the White Lion PH

The meeting closed at 6.55pm

Signed by the Chairman: _____

Date: _____

Initialled by the Chairman: _____