

SANDIACRE PARISH COUNCIL

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Minutes of the **ANNUAL PARISH COUNCIL** meeting held on Tuesday, 16 May 2023 at 6.40pm in The Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

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

Those present were asked to introduce themselves as several new Councillors were attending for the first time following the recent uncontested parish elections.

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

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

Cllr Major was proposed by Cllr Bilbie and seconded by Cllr Stewart.

RESOLVED: that Cllr Major be elected Chairman for the coming year and until the next Annual Parish Council meeting

In accordance with the Local Government Act 1972, Cllr Major signed the Declaration of Acceptance of Office before the Clerk.

The Chairman thanked Cllr Bilbie for all his support as Vice-Chairman over the past year.

2. TO ELECT THE VICE-CHAIR OF THE PARISH COUNCIL AND RECEIVE THE VICE-CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

Cllr Bilbie was proposed by Cllr Major and seconded by Cllr Sanghera.

RESOLVED: that Cllr Bilbie be elected Vice-Chairman for the coming year and until the next Annual Parish Council meeting

3. TO RECEIVE COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

All Councillors signed their Declaration of Acceptance of Office in front of the Clerk.

It was noted Cllr Gibson and Cllr Jarratt were not in attendance.

RESOLVED: that Councillors not present would be asked to complete their Declaration of Acceptance of Office form before, or at, the next meeting in June

4. COMPLETION OF MEMBERS' DISCLOSABLE PECUNIARY INTEREST FORM (DPI)

DPI forms were completed by the following Councillors at the meeting:

Cllr S Bilbie	Cllr Mrs S Hales	Cllr T Hales	Cllr G Hickton
Cllr Mrs G Hickton	Cllr J Lowrie	Cllr W Major	Cllr R Pound
Cllr T Sanghera	Cllr Mrs K Stewart	Cllr R Stewart	

Members noted they were required to complete the DPI form as required by the Code of Conduct within 28 days of the election.

The signed DPI forms were required by EBC Democratic Services and the Parish Council for publication on their websites.

The Clerk would notify Cllr Gibson and Cllr Jarratt.

5. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr S Jarratt had sent apologies as he was attending another meeting.

6. TO RECEIVE ANY DECLARATIONS OF INTEREST

There were no declarations of interest received.

7. PUBLIC PARTICIPATION SESSION

Councillors were invited to visit the local community hub, which was open each Monday and Tuesday at St Giles' Church Hall and Friday and Saturday at the Methodist Hall on Butt Street. Members of the public were always welcome to drop by and the scheme was proving popular with residents.

8. TO RECEIVE A COPY OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY, 3 MAY 2022

It was noted the Minutes of the Annual Parish Council meeting held on 3/5/22 had been formally approved at the Parish Council meeting held on 7/6/22

9. TO APPOINT AN INTERNAL AUDITOR

To consider re-appointing East Midlands Audit Service: Mr B Wood

Mr Wood had recently founded East Midlands Audit Service to provide Councils with a small group of sector auditors, but he would be pleased to retain Sandiacre.

RESOLVED: that Mr Brian Wood be appointed as the Council's internal auditor for the coming year and until the next Annual Parish Council meeting

10. 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. Grievance / Disciplinary Panels

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

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.

III. Personnel Committee

The Committee shall meet as and when required throughout the year.

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.

The Personnel Committee shall consist of the Chairman and all Members of the Council.

There will be a quorum of 3 Members.

11. TO REVIEW TERMS OF REFERENCE

RESOLVED: to approve the Terms of Reference shown below:

The Finance Committee shall meet in November, or as required, to monitor the Council's spending, review its financial affairs, set the annual budget and it determines the parish Precept and Concurrent Function's budget.

- Membership of the Committee shall be comprised of seven 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.

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED: that members be appointed to outside bodies, as follows:

Memorial Institute Management Board of Trustees – 1 year

1. Cllr W Major Chairman / Treasurer
2. Cllr S Bilbie
3. Cllr S Jarratt Proposed in his absence and as Treasurer
4. Cllr Mrs K Stewart
5. Cllr R Stewart

The Clerk would notify Cllr Jarratt of the proposal to appoint him to the Committee and for the position of Treasurer.

Risley Education Foundation – 4 year appointment (To 2027)

Cllr W Major - Parish Council representative.

Cllr Major explained some of the work carried out by the Board of Trustees.

The Clerk would notify the Trustee Clerk of Cllr Major's re-appointment.

Dr Bland's Alms Houses – Annual appointment – 1 year

1. Rev O Trelenberg Vicar of St Giles' Church
2. Cllr W Major County Councillor
3. Cllr S Bilbie Parish Councillor
4. Mrs C Lamb (Previously Mrs C French)

The Clerk would notify Mrs Lamb of the proposal to appoint her to the Committee.

13. TO SET DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL 2023/2024

The Parish Council meets at 7.00pm unless otherwise stated.

RESOLVED: to approve the following meeting dates:

Tuesday, 6 June 2023	
Tuesday, 4 July	
August – Summer Recess	NO MEETING HELD
Tuesday, 5 September	
Tuesday, 3 October	
Tuesday, 7 November	
Tuesday, 5 December	
Tuesday, 9 January 2024	SECOND TUESDAY
Tuesday, 6 February	
Tuesday, 5 March	6.40pm ANNUAL PARISH MEETING
Tuesday, 2 April	
Tuesday, 7 May	6.40pm ANNUAL PARISH COUNCIL MEETING

14. TO NOTE CIVIC DATES 2023

Sunday, 15 October	6.30pm	Civic evening service	St Giles' Church
Sunday, 12 November	6.30pm	Remembrance evening service	St Giles' Church
Saturday, 2 December	4.30pm	Carols Around the Tree	Opposite the White Lion PH

The Chairman noted he was unavailable to attend the Civic Service on 15/10/23 and a new date would need to be set.

Discussion followed on whether a Civic Service should be included in the civic calendar as very few local groups and organisations now sent representatives.

The Clerk was asked to include this item on the June Agenda for further consideration and to show the number of people receiving and accepting invitations.

The meeting closed at 7.05pm

Signed by the Chairman: _____

Date: _____