

Fangfoss with Bolton Parish Council
Annual General Meeting
10 May 2017, 7.00 pm, St Martin's School, Fangfoss
Draft Minutes

Present: Cllrs Pamela Broughton; William Burton; Sheila Farmeary; Brenda Holmes; Samantha Nelson; Jonathan Oxford; Nigel Rickatson, Clerk: Jane Allen

In attendance Mrs Claire Finlay

1 Apologies for absence : None

2 Election of officers:

Chairman: Brenda Holmes: proposed by Nigel Rickatson, seconded by Jonathan Oxford

Vice Chairman: Pamela Broughton, proposed by Brenda Holmes, seconded by Sheila Farmeary

3 Confirmation of the accuracy of the minutes of the Annual General Meeting of the Council & matters arising from the Minutes

The minutes of the 2016 AGM were approved as a correct record and signed. Matters arising were dealt with under the relevant headings below.

4 Opportunity to declare pecuniary or non-pecuniary interest in items on the agenda - None

5 Opportunity to declare changes to the registers of members' pecuniary and non-pecuniary interests. - None

6 Grants/Honoraria

The following annual Grants/Honoraria were approved for payment for 2017:

- a. St Martin's Church £150
- b. Bolton Chapel £100
- c. H. Postill (for electricity to defibrillator) £25
- d. A. Maltby – monthly playground check £60
- e. I. Barker – for maintenance & gritting £60

Review of the Official Documents (7-16) The following official documents were reviewed and re-adopted subject to JA's completion of minor changes suggested by PB, noted here and agreed by the meeting. In cases where noted below, contact details for the clerk would need updating in the near future. Other associated actions are also noted.

7 Code of Conduct

8 Standing Orders and Financial Regulations

As the Financial Regulations alluded to the 'Budget', PB suggested that the document prepared for precepting purposes should be reframed to provide a separate 'budget' to support this. This was not dealt with in 2016, so was noted again for the current year. PB noted a missing bracket at 31(d) (ACTION: CLERK)

9 Asset Register

JA had updated the Assets to include the recently acquired IT equipment. Mention was again made of the tables belonging to the parish being in bad repair. JA pointed out that Jubilee Park were virtually the sole users of the tables and they had purchased their own tables in the interim. Another suggested addition was the newly acquired kiosks. JA undertook to research, make an appropriate valuation and add to the schedule. (ACTION: JA)

10 Risk Assessment

11 Emergency Plan

JA was again asked to ensure that the version on the website is anonymised. PB suggested asking Peter Britton of West View whether he would be willing to be named as electrician on the Emergency Plan. The plan will need to be updated with the new clerk's details (ACTION: JA)

12 Confirmation of arrangements for Insurance cover in respect of all insured risks

JA confirmed that she had alerted the insurers to the additions to the Asset Register and received an updated schedule. She will ensure the kiosks are added at the next renewal point in June. (ACTION: CLERK)

13 Reaffirmation of the Council's Complaints procedure.

No amendments noted

14 Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (model publication scheme).

15 Health and Safety and Equality Policies

16 Agreement on Recording of Meetings policy

17 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

It was confirmed that meetings would continue to be held at 7.30pm on the second Wednesday of each month, apart from August when there would be no meeting.