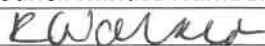


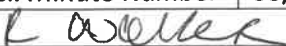
Minutes of the Annual Meeting of Clowne Parish Council held on Monday 13th May 2019 in the Community Centre, Recreation Close, Clowne starting at 5.45pm

Present	Councillors A. Bailey, B. Bosworth, D. Dixon, M. Dixon, S. Gregory, N. Hoy, G. Hughes. I. Richards, D. Salt, R. Walker
In Attendance	23 Members of the Public County Councillor A. Western
Clerk and Minute Taker	S. Singleton


Minute Number	Order of Business Part 1 None Confidential Business	Motion and Decision	Voting
01/19	Welcome & Introductions The Clerk welcomed all Councillors and Parishioners present to the newly elected Council for the term 2019 to 2023.	N/A	N/A
02/19	Signing of Declaration of Acceptance of Office as a Member of the Parish Council for the term 2019 to 2023 The Clerk circulated Acceptance of Office Declarations and asked all Members present to complete the form and return to him.	N/A	N/A
03/19	Election of Chair of the Council for 2019/2020 The Clerk asked for nominations for Chair of the Council for 2019/20. One nomination was received.	It was moved by Councillor Richards and seconded by Councillor Bailey that Councillor Walker be nominated as Chair of the Council for 2019/20.	Agreed All in Favour
04/19	Signing of Declaration of Acceptance of Office as Chair of the Parish Council for the term 2019 to 2023 Following his appointment Councillor Walker duly signed his Acceptance of Office as Chair of the Council and presided over the rest of the meeting. Councillor Walker thanked all Members for their support.	N/A	N/A

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Signed as a true and correct record	Councillor R. Walker	

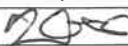
05/19	<p>Election of Vice Chair of the Council for 2019/2020</p> <p>The Chair asked for nominations for Vice Chair of the Council.</p> <p>One Nomination was received.</p> <p>Following his appointment Councillor Bailey duly signed his Acceptance of Office as Vice Chair of the Council and thanked all Members for their support.</p>	It was moved by Councillor Walker and seconded by Councillor Hughes that Councillor Bailey be nominated as Vice Chair of the Council for 2019/20.	Agreed All in Favour
06/19	<p>Apologies for Absence</p> <p>Councillor S. Arthur (Holiday) Councillor J. Smith</p> <p>The Clerk advised that Councillor Smith had submitted a letter to the Parish Council explaining that even though recently elected he would be unable to take up his position as Councillor as his family commitments had recently changed. Councillor Smith wished the new Council all the best for the future.</p> <p>The Clerk advised that the position would have to be advertised by Bolsover District Council as a Casual Vacancy and if there was more than one nomination then a By Election would be needed.</p> <p>This matter was noted by Members.</p>	Apologies Accepted	Agreed All in Favour
07/19	<p>Confirmation that Attendance Register has been signed</p>	Confirmed by all present.	
08/19	<p>Notification of Unregistered Declarations of Personal or Pecuniary Interest</p>	None Received.	
09/19	<p>Notification of Consideration of a Dispensation</p>	None Received.	
10/19	<p>Confirmation and signing of the Minutes of the following Council Meetings:</p> <ul style="list-style-type: none"> - Council Meeting held on Monday 1st April 2019 <p>The Council also reviewed the minutes of the Annual Meeting of the Parish Council and the Annual Meeting of the Parish which were both held on Monday 14th May 2018.</p>	It was moved by Councillor Walker and seconded by Councillor Bailey that the minutes of the Council Meeting held on Monday 1 st April 2019 be approved as a true and correct record.	Agreed All in Favour

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11/19	<p>Proposed Date and Time of Next Council Meeting</p> <p>The Clerk advised that the proposed date of the next Council Meeting will be Monday 10th June 2019 at the Community Centre, Recreation Close, Clowne starting at 6.45pm with a Parishioners Forum starting from 6.30pm;</p> <p>A discussion took place regarding the size and appropriateness of the current meeting room. The Clerk advised that the only other suitable space in the Community Centre was the main hall and that this was booked every evening apart from Fridays. It was agreed that this issue would be discussed at the next available meeting.</p>	It was moved by Councillor Walker and seconded by Councillor Bailey that the next meeting of the Council be held on Monday 10 th June 2019 at 6.45pm with a Parishioners Forum starting from 6.30pm;	Agreed All in Favour
12/19	<p>Appointment of Trustees for Charity Investment Fund Accounts as follows:</p> <p>Tomkins's Charity (Reference 18160001T) Watkinson's Charity (Reference 017890001T) E Woodhead Charity (Reference 258140001T) Richard Johnson Charity (Reference 387990001T)</p> <p>The Clerk advised that the Parish Council held a small amount of funds in trust on behalf of the Charities shown. These charities are effectively dormant but there is approximately £2110 held in a charity account with the Nat West.</p>	<p>It was moved by Councillor Walker and seconded by Councillor Bailey that the following members and the Clerk as Proper Officer act as Trustees of the Charity Investment Fund Account held by the Parish Council as custodians:</p> <ul style="list-style-type: none"> - Councillor R. Walker - Councillor D. Salt - Councillor I. Richards - Councillor B. Bosworth - Councillor G. Hughes - Councillor D. Dixon - Councillor N. Hoy - 	Agreed All in Favour
13/19	<p>To review and approve the Council's Code of Conduct for Councillors & Disclosable Interests</p> <p>The Clerk referred Members to Appendix 4 which had been circulated with the agenda. The Clerk advised that he had reviewed and updated the code and associated disclosable interests form against best practice guidance to ensure that it remained fit for purpose.</p>	It was moved by Councillor Walker and seconded by Councillor Salt that the Code of Conduct for Councillors & Disclosable Interests be approved.	Agreed All in Favour

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	The Clerk advised that once approved he would ask Members to complete the declarations and return to him who will then forward to the Monitoring Officer.		
14/19	<p>To review and approve the Council's Standing Orders 2019 – 2023</p> <p>The Clerk referred Members to Appendix 5 which had been circulated with the agenda. The Clerk advised that he had reviewed and updated the Council's Standing Orders against best practice guidance to ensure that they remained fit for purpose.</p> <p>Councillor Gregory mentioned about Council Whistleblowing Procedures. The Clerk advised that he was in the process of reviewing the current policy and procedure and would bring to a future meeting of the Council for consideration and approval.</p>	It was moved by Councillor D. Dixon and seconded by Councillor Salt that the Council's draft Standing Orders for the period 2019 to 2023 be approved.	Agreed All in Favour
15/19	<p>To review and approve the Council's Financial Regulations 2019 – 2023</p> <p>The Clerk referred Members to Appendix 6 which had been circulated with the agenda. The Clerk advised that he had reviewed and updated the Council's Financial Regulations against best practice guidance to ensure that they remained fit for purpose.</p> <p>Councillor Walker made several grammatical suggestions which the Clerk said he would incorporate. Councillor Walker also wanted to ensure that when purchasing goods and services that three quotes are be routinely obtained to ensure value for money.</p> <p>Councillor Hoy also raised an issue relating to the Previous Council's decision not to subscribe to the Derbyshire Association of Local Councils (DALC) for Financial Year 2019/20. She felt as a new Council the information, advice and guidance that DALC would give to the newly elected members would be invaluable.</p>	It was moved by Councillor Walker and seconded by Councillor Bailey that the Council's draft Financial Regulations for the period 2019 to 2023 be approved.	Agreed All in Favour

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	<p>The Clerk advised that under Standing Orders the Council would require a written special motion signed by at least 4 Members before the matter could be reconsidered. A special motion was signed and submitted to the Clerk by Councillors Hoy, Walker, Bailey and Richards.</p> <p>Several Members also wanted more information about what support DALC provides. The Clerk said he would provide details at the next available meeting.</p>		
16/19	<p>To review and approve the Council's Privacy Notice for 2019/20</p> <p>The Clerk referred Members to Appendix 7 which had been circulated with the agenda. The Clerk advised that he had reviewed and updated the Council's Privacy Notice against best practice guidance to ensure that it remained fit for purpose.</p>	<p>It was moved by Councillor Walker and seconded by Councillor Hoy that the Council's draft Privacy Notice for the period 2019/20 be approved.</p>	<p>Agreed All in Favour</p>
17/19	<p>To review the Council's Insurance Policy for 2019/20</p> <p>The Clerk referred Members to Appendix 8 which had been circulated with the agenda as he was keen to update the new Council on the type and level of insurance cover in place. The Clerk advised that the Council holds its policy of insurance with Zurich Municipal who are a AAA rated provider insuring many Local Councils.</p> <p>The Council is tied into a long term arrangement with Zurich.</p>	<p>It was moved by Councillor Walker and seconded by Councillor Bailey that the report be received.</p>	<p>Agreed All in Favour</p>
18/19	<p>The Annual Governance and Accountability Return (AGAR) 2018/19</p> <p>The Clerk advised Members of the process and associated timeline for the completion of the audit of the Council's annual accounts for the period ending 31st March 2019.</p>	<p>It was moved by Councillor Walker and seconded by Councillor Salt that the report be received.</p>	<p>Agreed All in Favour</p>

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	<p>The internally appointed audit would be undertaken by Butler Cook Chartered Accountants and following the audit the intention was to present the draft AGAR for financial year 2018/19 to Council at its meeting scheduled for Monday 10th June 2019 for consideration and approval.</p> <p>Once approved by Council and the relevant sections duly signed off, the AGAR would then be subject to external audit by the Government's appointed auditor (PKF Littlejohn LLP).</p> <p>The Exercise of Public Rights period would start from Tuesday 11th June 2019 and finish on Monday 22nd July 2019.</p>		
19/19	<p>Councillor Induction Training</p> <p>The Clerk advised that he had arranged for Induction Training for Councillors on Monday 3rd June 2019 from 6pm at the Community Centre.</p> <p>He had invited the Monitoring Officer and Assistant Monitoring officer to attend and speak with Councillors about the the role of a Parish Councillor and the associated rules, duties and responsibilities.</p> <p>The Clerk also mentioned he would use the opportunity to undertake a confidential briefing on an ongoing issue that Members need to be aware of.</p>	<p>It was moved by Councillor Walker and seconded by Councillor D. Dixon that the report be received.</p>	<p>Agreed All in Favour</p>

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20/19	<p>The Parish Council resolved to exclude the public from this part of the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p>Councillor Gregory left the meeting.</p>
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Part 2 Confidential Business
 Under Part 1 of the Public Bodies (Admission to Meetings) Act 1960 and Schedule 12a of the Local Government Act 1972 as Amended

21/19	<p>Review of Vexatious Complainants 2019/20</p> <p>The Clerk updated Members about the previous Council's decision to make three Parishioners vexatious which limited their contact and involvement in the Parish Council.</p> <p>A discussion took place.</p>	<p>It was moved by Councillor Bailey and second by Councillor Hoy that the vexatious complainant status against all three Parishioners be removed with immediate effect.</p>	<p>Agreed All in favour</p>
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The Meeting Concluded at 6.25pm

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