

Lawford Parish Council



Minutes of the **Annual Meeting of Lawford Parish Council** held on **Monday 13 May 2019 at 7.15pm** in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG

1/1920 Attendance:

Present: Cllrs Langstone, Woods, Adcock-Jones, C & V Guglielmi, Pretty and S Brown

Apologies: Cllr Miles

2/1920 Signing and circulation of documents

- i. Acceptance of Office signed by councillors in the presence of the Clerk/RFO
- ii. **Member's Interests form** circulated at the meeting and to be completed, signed and returned to the Clerk at the Full Council meeting of **20 May 2019**
Query raised regarding non-pecuniary interests – Clerk to make enquiries
- iii. Confirmation of adherence to the Members Code of Conduct signed in the presence of the Clerk/RFO

3/1920 Election of Chairman

Cllr Langstone was **proposed** by Cllr V Guglielmi and **seconded** by Cllr Brown and **Approved unanimously** (Cllr Langstone signed the Acceptance of the Office of Chairman in the presence of the Clerk/RFO)

Note: Cllr V Guglielmi left the meeting

4/1920 Election of Vice Chairman

Cllr Langstone **proposed** Cllr Adcock-Jones, which was **seconded** by Cllr Pretty and **Approved unanimously**

5/1920 Distribution of Councillors Information Pack

Councillors were issued with **Information packs** and requested to **sign the declaration** and bring it to the Council Meeting of **15 July 2019**, confirming they have read their Pack and will keep it up to date.

6/1920 Committees and Representatives

- a) Review and adoption of committees Terms of Reference (*circulated for consideration*)
Following discussion, it was agreed that due to the reduced number of councillor's committees would be amalgamated and the Clerk would produce Terms of Reference for those committees to be approved at the Council meeting of 20/05/19 **Action**
- b) Appointment of Officers to committees and Council Representatives
Reference above – Committees to merge as follows:

Committees:

- i. Amenities & Highways Committees to become **Public Realm** (5 councillors)
- ii. *Appeals Committee to be disbanded*

- iii. **Finance, Personnel, Regulations and GDPR Compliance Committee** (reduce to 5 Councillors - to include Chairman and Vice Chairman of Council)
 - iv. **Planning Committee** (5 Councillors)
- To be added:** Byelaws Working Group (3 Councillors)
 Website Working Group (3 Councillors)
 Three Councils Merger Steering Group (3 Councillors + District Councillor)
 Facebook (2 Councillors)

<u>Public Realm</u> 5 Councillors (Certain Delegated Powers - Budget £5000.00)	<ol style="list-style-type: none"> 1. Steve Adcock-Jones 2. Sue Brown 3. Maggie Woods 4. Val Pretty 5. Dave Thurlow (Co-opted)
<u>Finance & Personnel, Policies & Regulations Committee</u> 5 Councillors <i>Chairman and Vice Chairman as for Council</i> Ref Personnel element: Chairman to initiate the independent Appeals Committee if required (Certain Delegated Powers)	<ol style="list-style-type: none"> 1. Julie Langstone 2. Steve Adcock-Jones 3. Sue Brown 4. Carlo Guglielmi 5. Iain Miles
<u>Planning Committee</u> 5 Councillors (Certain Delegated Powers)	<ol style="list-style-type: none"> 1. Iain Miles – Vice Chair 2. Maggie Woods 3. Val Guglielmi 4. Dave Thurlow (Co-opted) 5. Godfrey Payne (Co-opted)
<u>Byelaws Working Group</u>	<ol style="list-style-type: none"> 1. Steve Adcock-Jones 2. Maggie Woods 3. Dave Thurlow (Co-opted)
<u>Website Working Group</u>	<ol style="list-style-type: none"> 1. Sue Brown 2. Iain Miles 3. Vacant
<u>Managing Facebook</u>	<ol style="list-style-type: none"> 1. Iain Miles 2. Sue Brown
<u>Three Council's Merger Steering Group</u>	<ol style="list-style-type: none"> 1. Alan Coley (District councillor) 2. Val Guglielmi 3. Carlo Guglielmi 4. Sue Brown

- 1) It was requested that Agenda's for all Committee meetings be sent to all Councillors and not just to Committee members. **Action**
- 2) It was agreed that if a councillor could not attend a meeting, they let the Clerk know **by 12noon on the day of the meeting** and that **ALL** councillors be copied in.
- 3) It was agreed that if a councillor could not attend, they be substituted by another councillor, either by that councillor making a specific arrangement and notifying the clerk, or by councillors volunteering following receipt of the above-mentioned advisory email. Councillors to advise the Clerk by 1pm on the day of the meeting that they will be the substitute.

Above amendments Proposed: Cllr C Guglielmi **Seconded:** Cllr Langstone **Approved**

Representatives:

Following discussion, it was agreed that due to the reduced number of councillor's representation would be reduced as below, and instead minutes of meetings be circulated to Councillors.

- i. Leech's Educational Foundation – Cllr V Guglielmi

- ii. Ogilvie Hall Committee – Cllr Pretty
- iii. Police Liaison – request District Councillor Coley provides figures **Action**
- iv. Emergency Planning Committee – District Cllr Coley to continue in the role

Amendments for Representatives Proposed: Cllr Adcock-Jones **Seconded:** Cllr C Guglielmi **Approved**

Note: Clerk requested to chase the Venture Centre with regard to councillors being on their committee as previously discussed/arranged but no meeting has since taken place. **Action**

7/1920 Review of all Regulations, Procedures and Commitments

- a) Review and adoption of standing orders and financial regulations
- b) Review of inventory of land and assets including buildings and office equipment (*Asset Register circulated for consideration*) **Clerk requested to email councillors the Asset Register** **Action**
- c) Review arrangements for insurance cover in respect of all insured risks
Clerk requested to email councillors the Insurance Schedule **Action**
- d) Review of the council’s and/or staff subscriptions to other bodies (*circulated for consideration*)
- e) Review of the council’s complaints procedure
- f) Review of the council’s policy for dealing with the press/media
- g) Review of the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and all other Regulations, Policies and Procedures.

*Following discussion, it was agreed councillors be given time to read and familiarise themselves with the above and that **approval be given at the July meeting.*** **Action**

Note: Councillors requested they be given a GDPR briefing by Mrs St James (Council’s GDPR Officer) when work has been completed **Action**

h) Meeting Dates

MEETING DATES 2019/20		
DATE	MEETING	TIME - pm
13/05/19	Annual Council Meeting	7.15 (Small Hall)
20/05/19	Full Council	7.15
03/06/19	Planning	6.30
03/06/19	Highways & Amenities	7.00
17/06/19	Full Council	7.15
01/07/19	Planning	6.30
01/07/19	Finance (Grants), Personnel	7.00
01/07/19	Website Working Group	8.30
15/07/19	Full Council	7.15
AUGUST	NO MEETINGS	Unless there are PLANNING APPLICATIONS
02/09/19	Planning	6.30
02/09/19	Highways & Amenities	7.00
16/09/19	Full council	7.15
07/10/19	Planning	6.30
07/10/19	Finance & Personnel	7.00
07/10/19	By Laws Working Group	8.30
21/10/19	Full Council	7.15
04/11/19	Planning	6.30

04/11/19	Highways & Amenities	7.00
04/11/19	Finance (Budget)	8.00
18/11/19	Full Council	7.15
DECEMBER	NO MEETINGS	Unless they are required
06/01/20	Planning	6.30
06/01/20	Finance & Personnel	7.00
20/01/20	Full Council	7.15
03/02/20	Planning	6.30
03/02/20	Highways & Amenities	7.00
17/02/20	Full Council	7.15
02/03/20	Planning	6.30
02/03/20	Finance & Personnel	7.00
16/03/20	Full Council	7.15
06/04/20	Planning	6.30
06/04/20	Highways & Amenities	7.00
20/04/20	Full Council	7.15
11/05/20	Planning	6.30
11/05/20	Finance & Personnel	7.00
18/05/20	Annual Council Meeting followed by Full Council	7.15

Note: It was agreed that where possible workshops would take place before council's meeting in the Office Meeting Room. If not possible they would take place as indicated.

Proposed: Cllr Adcock-Jones **Seconded:** Cllr Langstone **Approved**

There being no further business the meeting closed at 8.05 pm

Signature (Chairman):Date: