



Maureen Holliday, Clerk to Pitsford Parish Council

Minutes of the Annual Meeting of Pitsford Parish Council

Held on Monday 14th May 2018 in the Village Institute, Pitsford at 7.30 pm.

Present: Cllrs Martin Flanagan (Chairman), Alastair Kimbell, Martin Jaffrey, Edward Rogers, Keith Isaacs, Sarah Bentley, Jo Woolard (7 members)
In attendance: Maureen Holliday, Clerk and RFO,

- 001/18 ELECTION OF CHAIRMAN** – It was **resolved** to elect Cllr Flanagan as Chairman
- 002/18 DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Flanagan signed the Declaration of Acceptance
- 003/18 ELECTION OF VICE-CHAIRMAN** – It was **resolved** to elect Cllr Rogers as Vice-Chairman
- 004/18 APOLOGIES FOR ABSENCE** - To receive apologies received from Councillors not in attendance. It was **resolved** to accept apologies from Cllr Arnold,, pror commitment
- 005/18 REVIEW OF MEMBERS INTEREST FORMS** – Register of Interest forms to be given to Councillors for completion where changes should be reported and returned to the Proper Officer as soon as possible. The forms will be published on the Parish and District Websites in line with Localism Act 2011 s30. No revisions for this meeting.
- 006/18 TO REVIEW ADVISORY GROUPS AND RECEIVE NOMINATIONS FOR ELECTION TO GROUPS ..**
 a) Review of the terms of references for advisory groups. Reviewed and **adopted**.
 b) Receipt of nominations to existing advisory groups Nominations **received** for groups in 007/18
- 007/18 TO APPOINT MEMBERS OF ADVISORY GROUPS** – It was **Resolved** to appoint the following:
 a) Resources, Staffing, and Strategy Advisory Group : Cllrs: Flanagan, Jaffrey, Isaacs, Bentley, Woolard, Clerk.
 b) Planning Advisory Group: Cllrs: Flanagan, Jaffrey, Rogers, Arnold, Kimbell
- 008/18 TO APPOINT REPRESENTATIVES ON EXTERNAL ORGANISATIONS e.g., Village Organisations, Village Charities, Neighbourhood Watch, External Meetings and arrangements for reporting back.**
 It was **resolved** to appoint the following to represent Pitsford Parish Council and feed back the needs of the organisations to the next council meeting.

District/County Council/NCALC	Chairman/Parish Clerk	Parish and Town Councils Meeting	Cllr Flanagan
Parochial Church Council	Cllr Isaacs Parish Clerk	Pitsford Village Institute	Cllr Rogers
Pitsford Sportsfield Management Committee	Cllr Flanagan	Neighbourhood Watch	Cllr Rogers Cllr Flanagan

- 009/18 WARDENS - Footpath Warden, Dog Warden and Internal Control Officer.** It was **resolved** to appoint the following:
Footpath Warden: Cllr Flanagan **Dog Warden:** Cllr Woolard **Internal Control Officer:** Cllr Issacs
- 010/18 CONFIRM GOVERNING DOCUMENTS TO BE ADHERED TO:** Link to policies circulated
 It was **resolved** to adopt the following policies:
STANDING ORDERS – Revised Model Standing Orders circulated by Northants CALC.
FINANCIAL REGULATIONS (Adopted Nov 2016),
CODE OF CONDUCT (Adopted May 2016)

011/18 COUNCIL POLICIES (including Financial Risk Assessment and Internal Control) - for review discussion and adoption – Link to policies circulated. It was **resolved** to adopt the following policies.

DDC Model Code of Conduct

Code of Practice for Complaints

Pitsford Grant Policy Application and Form

Model Publication Scheme Freedom Of Information

Risk assessment policy

Training & Dev Policy - Statement of Intent

Internal controls

T.O. Reference - Resources Strategy Staffing Advisory Group

T.O. Reference - Planning Advisory Group

T.O. Reference - Neighbourhood Plan

Pitsford Parish Council Expenses policy

Archiving Policy

Registrable Interests DDC

- Communications Policy to be reviewed at a future Resources Group meeting.

Action: Clerk to respond to questions raised.

012/18 INVENTORY OF LAND AND ASSETS (inc. buildings and office equipment): Circulated. Members **resolved** to adopt.

Meeting ended at 19:55

Signed

Chairman

Date

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