



Maureen Holliday, Clerk and RFO to Pitsford Parish Council
Chairman, Martin Flanagan

Minutes of the Meeting of Pitsford Parish Council Monday 20 May 2019 at 7:00 pm in the Village Institute

Present: Cllrs Martin Flanagan (Chairman), Martin Jaffrey, Edward Rogers, Keith Isaacs, Jo Woolard, Shelley McLellan, Stephen Arnold, Alastair Kimbell (8 members)

In attendance: Maureen Holliday, Clerk and RFO, 2 Members of the Public

- 001/19 ELECTION OF CHAIRMAN** – It was **Resolved** to elect Cllr Flanagan as Chairman
- 002/19 DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Flanagan signed the Declaration of Acceptance
- 003/19 ELECTION OF VICE-CHAIRMAN** – It was **Resolved** to elect Cllr Rogers as Vice-Chairman
- 004/19 APOLOGIES FOR ABSENCE** – It was **Resolved** to accept apologies from Cllr Bentley, (work commitments).
- 005/19 RESOLUTION TO SIGN & APPROVE MINUTES OF EXT MEETING ON 1 May 2019** (circulated). Members **Resolved** to accept the minutes as a true record and they were signed by the Chairman.
- 006/19 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 changes
- 007/19 TO REVIEW ADVISORY GROUPS - Resolution** to approve Review Advisory Groups and terms of references. It was **Resolved** to dissolve the Planning Advisory Group and to continue with the Resources, Staffing, and Strategy Advisory Group.
- 008/19 TO RECEIVE NOMINATIONS and APPOINT MEMBERS OF GROUPS.** **Resolved** to appoint the following Resources, Staffing, and Strategy Advisory Group: Cllrs: Flanagan, Jaffrey, Isaacs, Bentley, Woolard, Clerk.
- 009/19 TO AGREE COUNCILLOR RESPONSIBILITIES** – It was **Resolved** to appoint the following to represent Pitsford Parish Council and provide feedback to the next council meeting.

District/County Council	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 Police Liaison Representative	Cllr Rogers Cllr Flanagan
Pitsford Scouts	Cllr McLellan	Internal Control Officer	Cllr Isaacs
Dog Warden	Cllr Woolard	Footpath Warden	Cllr Flanagan

- 010/19 TO APPOINT DATA PROTECTION OFFICER** – Members **Resolved** to appoint Northamptonshire CALC as Data Protection Officer for 2019/20 - outlined under the General Data Protection Regulations 2018. Fee £10
- 011/19 CONFIRM GOVERNING DOCUMENTS TO BE ADHERED TO:** Members **Resolved** to re-adopt Standing Orders. (Revision Adopted May 2018)
Financial Regulations. (Adopted Nov 2016)
Code of Conduct. (Adopted May 2016)
- 012/19 INVENTORY OF ASSETS (inc. buildings and office equipment):** Reviewed and **Resolved** to re-adopt. (Appendix 1)
- 013/19 TO AGREE DATES AND TIMES OF MEETINGS FOR THE YEAR 2019/20:** Members **Resolved:** July 8th, Sept 16th, Nov 18th, Jan 20th, Mar 16th May 18th 2020. APM: May 19th, 2020. Time: 7pm

Signed.
Chairman

Date: