

COLLINGTREE PARISH COUNCIL

C/O 33 Friars Avenue, Delapre, Northampton. NN4 8PY

Tel: 01604 700691 Clerk: Mrs Shirley Wong

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Draft Minutes of the Annual Meeting of the Parish Council held on Wednesday, 11th May 2016 in the Village Room, High Street, Collingtree, NN4 0ND at 7.30 pm

PRESENT

Chairman – Councillor Malcolm Brice
Councillor Ted Anderson
Councillor Trini Crake
Councillor Tony Stirk

Vice Chairman – Councillor Mark Underwood
Councillor Karen Hopkins
Councillor Colin Stevenson

IN ATTENDANCE

Mrs S Wong – Clerk

3 Residents,
Borough Councillor Michael Hill

087/2016 Election of Chairperson

The Current Chairman Councillor Brice **proposed** to Elect Vice Chairman Councillor Underwood as Chairman. Councillor Stevenson **seconded** the proposal. It was **resolved** to Elect Councillor Underwood as Chairman. All Councillors were in favour.

088/2016 Signing of Acceptance of Office Form by Chairperson

The new Chairman Councillor Underwood signed the Acceptance of Office declaration form and took over chairing of the meeting.

089/2016 Election of Vice-Chairperson

The Chair Councillor Underwood **proposed** to Elect Councillor Stevenson as Vice Chairman. Councillor Hopkins **seconded** the proposal. It was **resolved** to Elect Councillor Colin Stevenson as Vice Chairman. All Councillors were in favour.

090/2016 To Receive Apologies

Apologies were received from Borough Councillor Jonathan Nunn and County Councillor Phil Larratt who were both attending other meetings.

091/2016 To Agree meeting dates for the next 12 months.

A schedule for proposed bi monthly meeting dates was circulated for agreement. The Chairman Councillor Underwood **proposed** moving forward Parish Council meetings should be run on a 6 weekly basis. It was **resolved** to trial a 6 weekly meeting system.

Action: The Clerk to circulate meeting dates for the next 12 months on a 6 weekly basis.

092/2016 To amend or re-adopt the Standing Orders

It was **resolved** to re-adopt the Standing Orders subject to the amendment of meetings from bi-monthly to 6 weekly. These were circulated prior to the meeting.

093/2016 To amend or re-adopt the Financial Regulations, Annual Risk Assessment and all other policies / procedures

It was **resolved** to re-adopt the Financial Regulations, Annual Risk Assessment and all other policies and procedures which were circulated prior to the meeting. The Financial Regulations had been updated with some NCALC suggestions.

094/2016 Financial Year End 2015 / 2016

A. Approval of the Annual Governance Statement 2015 / 16

Prior to the meeting the Clerk circulated the Annual Governance Statement for the financial year ending 31st March 2016. It was **resolved** to approve the Annual Governance statement. The Clerk and Chairman signed the Annual Governance Statement on behalf of the Parish Council.

B. Approval of the Accounting Statement 2015 / 16

Prior to the meeting the Clerk circulated the Accounting Statement and all supporting financial documentation for the financial year ending 31st March 2016. It was **resolved** to approve the Accounting Statement and documentation presented. The Clerk and Chairman signed and approved the Accounting Statements and documents on behalf of the Parish Council.

It was **agreed to** display the notice displaying the 30 Working Day Period for the Exercise of Public Rights before the due date of 13th June 2016.

The Chairman addressed the audience and gave thanks to Councillor Malcolm Brice for all his efforts, dedication and hard work during his time on the Parish Council as Councillor and Chairman. His contributions have been invaluable to Collingtree.

Borough Councillor Michael Hill relayed the sentiments.

Meeting closed at 8pm. The meeting of the Full Parish Council followed.

Signed by Date

Draft