

**MINUTES of the Annual Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday, 15 May 2019 commencing at 6.00 pm.**

**Present:** Cllr R Bates (Chairman), Cllrs: Mrs L Smith; Mrs B Smith, Miss J Perry and L Goff.

**50/19 Election of Chairman:** Chairman, Cllr R Bates asked for nominations. Cllr Mrs B Smith nominated Cllr Bates, which was seconded by Cllr Goff. There were no other nominations. Cllr Bates was unanimously elected and signed the declaration of acceptance, which was witnessed by the Clerk.

**51/19 Election of Vice-Chairman:** Cllr Miss J Perry nominated Cllr Mrs L Smith, seconded by Cllr Mrs B Smith. There were no other nominations and Cllr Mrs L Smith was unanimously elected.

**52/19 SIGNING OF DECLARATION OF OFFICE FOR COUNCILLORS AND DISCLOSABLE PECUNIARY INTERESTS, where required.** All Cllrs signed the Acceptance of Declaration of Office Forms, which were witnessed by the Clerk. All Cllrs, with the exception of Cllr Mrs B Smith, completed and signed the Disclosable Pecuniary Interests Form, to ensure up to date information had been declared. No requirement for Cllr Mrs B Smith to complete a form, as form completed in 2017 remained unchanged.

**53/19 MINUTES** Minutes of the Annual Council Meeting held on 2 May 2018 were noted.

**54/19 COUNCILLORS AS AUTHORISED SIGNATORIES**

a. As there are only currently 5 Parish Councillors following the recent elections, it was agreed to add Cllrs Goff and Mrs B Smith to the approved list of authorised signatories for the Co-operative Bank and Stafford Railway Building Society.

**Action – Clerk.**

**55/19 CREATION OF A COMMITTEE AND APPOINTMENT OF COUNCILLORS**

a. The Chairman raised this suggestion for the purposes of budget setting and employment matters relating to the Clerk. Committee would not have any decision-making powers and must report back to full Council for any approvals that may be required. All Cllrs considered the merits of this and after discussion all agreed to a Committee being created for the purposes as outlined. Membership was discussed, which the Clerk advised must consist of the Chairman and be quorate. Membership was agreed by all Cllrs present as Cllr R Bates; Cllr L Goff and Cllr Mrs L Smith. Clerk advised that the Committee will be required to operate within the scope of Standing Orders and the Financial Regulations, once formally adopted by the Council. The name of the Committee was agreed by all present as Resources Committee.

**56/19 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS**

a. Chairman advised that a DRAFT copy of the updated Financial Regulations was emailed to all Cllrs by the Clerk on 23.4.19. The Regulations were fully considered and amendments agreed. Clerk to update the document and include on the next meeting Agenda for formal adoption by the Council.

**Action – Clerk.**

**57/19 INSURANCE ARRANGMENTS FOR 2019/20**

a. Chairman advised that details of the premium for 2019/20, which includes cover for the 2 telephone kiosks, was sent to all Cllrs by the Clerk on 7.5.19. It should be noted that the 3-year deal, agreed in 2017, still applies. Clerk advised that the premium increase relates to the cover for the 2 phone kiosks and an increase in the IPT as levied by the Government, which is outside of the control of the Parish Council. The revised premium was accepted by all Cllrs. Clerk to inform Came & Company accordingly.

**Action – Clerk.**

**58/19 MEETING DATE FOR 2020 ANNUAL COUNCIL MEETING**

a. Clerk proposed date of Wednesday, 6 May 2020. This was unanimously accepted.

**59/19 ACCOUNTS**

The following Accounts were approved for payment:

<b>Paid to:</b>	<b>Details:</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total Paid</b>
Salary and expenses	Period covered 1 – 30 April 2019	£449.97	£1.50	<b>£451.47</b>
Stafford Borough Council	May Paperchase	£61.26	Nil	£61.26
Stafford Borough Council	Civic Amenity charges for 2019/20	£670.00	£134.00	£804.00
White Lodge Promotions	Printing of invitations for Annual Parish meeting	£65.00	Nil	£65.00
Came & Company	Insurance renewal premium for 2019/20	£872.28	Nil	£872.28
Trent Grounds Maintenance	Cuts 1,2 & 3. Extra trimming at Brocton Cres & cut/strim grass verge on A34	£481.75	£96.35	£578.10

There being no further business the Chairman closed the meeting closed at 6.45pm