



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday, 7 May 2019, at Leek Wootton Village Hall

Present: Councillors Richard Coates (Chairman), Eassom, Eldridge, Kirkwood, Knott, Maisey, Smith and Tunkle, D/Cllrs Redford and Wright and the Clerk

1.	<p>Election of Chairman</p> <p>Cllr Coates was elected as Chairman.</p>
2.	<p>Record of members present</p> <p>8 members of the Parish Council, as elected uncontested on 2 May 2019, were present as follows:</p> <ul style="list-style-type: none"> • COATES, Richard Charles • EASSOM, Dennis William • ELDRIDGE, Paul Anthony • KIRKWOOD, James Paterson • KNOTT, Keith Stuart • MAISEY, Joy Avril • SMITH, Colin • TUNKLE, Peter Anthony
3.	<p>Apologies</p> <p>C/Cllr Redford</p>
4.	<p>Declarations of Interest</p> <p>None</p>
5.	<p>Public Participation</p> <p>None present</p>
6.	<p>Minutes</p> <p>The minutes of the ordinary parish council meeting held on 2 April 2019 were approved and signed.</p>
7.	<p>Declarations of Acceptance of Office</p> <p>7.1. Cllr Coates signed the Chairman's Declaration of Acceptance.</p> <p>7.2. All Councillors signed Declarations of Acceptance.</p> <p>7.3. All Declarations of Office were submitted to the Clerk.</p>
8.	<p>Register of Members' Interests</p> <ul style="list-style-type: none"> • Disclosable Pecuniary Interest Forms 5 councillors have submitted to the Clerk. Awaiting 3. [UPDATE: DPI Forms must be submitted to Warwick District Council within 28 days of the date of election (02/05/2019). Remaining forms to be submitted to the Clerk as soon as possible.] • Declarations of Election Expenses There was some confusion about which form is required by WDC. The Clerk will confirm this and email required form to all Councillors. [UPDATE: Email to all Councillors sent 09/05/2019. Due for submission to WDC within 28 days of the date of election (02/05/2019)]
9.	<p>Election of Vice-Chairman</p> <p>Cllr Eldridge was elected to the role of Vice-Chairman.</p>

Initial: RC

10.	Council Meetings for the Year 2019/20 The dates of all meetings through 2019/20 were noted.				
11.	Committees <ul style="list-style-type: none"> • Finance Committee Members: Cllrs Kirkwood, Knott and Smith • Planning Committee Proposed establishing a committee to monitor planning, in view of Police HQ changes and other new developments. Agreed. Members: Cllrs Eldridge, Kirkwood and Smith 				
12.	Representatives to sit on outside bodies <ul style="list-style-type: none"> • All Saints' CofE Academy Trust : Cllr Knott • Community Forum : Cllr Eassom has represented the PC on WRW Committee. Question whether, with boundary changes, we are still with WRW Community Forum and Safer Neighbourhoods Team. <i>Clerk to investigate [UPDATE: Leek Wootton & Guy's Cliffe remains in Warwick Rural West, confirmed by D/Cllr Redford and C/Cllr Redford.]</i> • Leek Wootton Village Hall : Cllr Eassom will remain until he leaves the area/resigns. • Leek Wootton & District Horticultural Society : Cllr Eassom will remain until he leaves the area/resigns. 				
13.	Bank Mandate The signatories were reviewed. No amendments required. Cllr Eassom to be removed in due course when he resigns.				
14.	Capital Assets and Liabilities The Financial Statement, as at 31/03/2019, and current Asset Register were presented and approved. PC asked to include depreciation on the Asset Register. <i>Clerk to amend Asset Register, with guidance from the Finance Committee.</i>				
15.	Review of Policy Documents No amendments to the Council's policy and strategy documents are required.				
16.	Accounts for Payment Annual payments were acknowledged and approved as follows: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">• WALC Membership (PAID - approved 02/04/2019)</td> <td style="text-align: right; padding-right: 20px;">£331.00</td> </tr> <tr> <td style="padding-left: 20px;">• Came & Company Insurance (as part of long-term arrangement)</td> <td style="text-align: right; padding-right: 20px;">£743.43</td> </tr> </table>	• WALC Membership (PAID - approved 02/04/2019)	£331.00	• Came & Company Insurance (as part of long-term arrangement)	£743.43
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Signed: Richard Coates (Chairman)Date: 04/06/2019Initial: RC