



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday, 4 May 2021, online via Microsoft Teams, immediately following the Annual Parish Assembly

Present: Councillors Coates (Chairman), Allison, Eldridge, Elsy, Kirkwood, Knott, Maisey, District/Cllr Redford and the Clerk

1.	Election of Chairman and Vice-Chairman
1.1.	<p>The Clerk invited nominations for the Chairman. Cllr Coates was nominated by Cllr Allison and seconded by Cllr Elsy and duly elected Chairman for the next year. On accepting his election, the Chairman wanted it to be noted that he is not a believer in one Councillor retaining the Chair for year after year.</p> <p>The Chairman invited nominations for the Vice-Chairman. Cllr Eldridge was nominated by Cllr Coates to continue in the role and was seconded by Cllr Maisey and duly elected Vice-Chairman for the next year.</p>
1.2.	<p>The Chairman signed the Declaration of Acceptance of Office and displayed his signature on screen and was witnessed by the Clerk.</p>
2.	Apologies for absence <p>Cllr Tunkle, District/Cllr Wright and County/Cllr Redford</p> <p>The Chairman handed over to the Clerk to take control of the meeting to guide the Councillors through the requirements of the Annual Meeting of the Parish Council, as set out in the Standing Orders.</p>
3.	Committees
3.1.	Existing Committees
3.1.1.	<p>Review of delegation arrangements to committees, sub-committees, staff and other local authorities - no changes required.</p>
3.1.2.	<p>Review of the terms of reference for committees - Terms of Reference are not in place for existing committees. It was proposed that these could be written and adopted over coming months. In the meantime procedures for committees are set out in the Standing Orders.</p>
3.1.3.	<p>Appointment of members to existing committees [see attached current list of interest groups] - no changes required.</p>
3.2.	New Committees
3.2.1.	<p>Appointment of any new committees in accordance with Standing Order 4 - no new committees required.</p>
4.	Policy Documents www.leekwootton.org.uk/the-parish-council/parish-council-policy-statements
4.1.	Existing Documents
4.1.1.	<p>Review of Standing Orders and Financial Regulations No changes required.</p>
4.1.2.	<p>Review of other policy and strategy documents No changes required.</p>

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	<p>4.1.3. Review of the Council's complaints procedure NALC recommends the adoption of a new Code of Conduct. This Council has adopted the principal authority's (WDC) Code of Conduct, which has not yet adopted the new Code. NALC recommendation is that the new Code is adopted in synchronisation with the principal authority - no change required at this time.</p> <p>4.1.4. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also <i>standing orders 11, 20 and 21</i>) No change required.</p> <p>4.2. New Documents</p> <p>4.2.1. To consider adoption of new policies and procedures [circulated to Councillors] There are a number of new policies and procedures which require consideration for adoption by the Council. It is proposed that these be considered in turn over the next few ordinary parish council meetings. For consideration at this meeting:</p> <ul style="list-style-type: none"> • DRAFT Dignity at Work Policy A discussion followed. The policy was adopted (proposer: Cllr Kirkwood / seconder: Cllr Coates) • DRAFT Protocol - Death of a Senior Figure A discussion followed. The protocol was adopted (proposer: Cllr Eldridge / seconder: Cllr Elsy)
5.	<p>External Organisations</p> <p>5.1. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. There are currently no formal arrangements in place with external organisations</p> <p>5.2. Review of representation on or work with external bodies and arrangements for reporting back Currently these are:</p> <ul style="list-style-type: none"> • Leek Wootton Village Hall - Cllr Eldridge (Committee Member) • WRW Community Forum - Cllr Kirkwood (Member) • Leek Wootton WM Recreation Ground Trustees - Cllr Coates (Trustee) • WCC Highways - Cllr Kirkwood (liaison) • Leek Wootton Sports Club - Cllr Allison (liaison) <p>External bodies with no official representation are:</p> <ul style="list-style-type: none"> • All Saints' CofE Academy, Leek Wootton • All Saints' Church, Leek Wootton <p>No changes required at this time.</p>
6.	<p>General Power of Competence</p> <p>6.1. To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future The Council is not eligible for General Power of Competence at this time. This can be considered once the Clerk has qualified for CiLCA and will be reviewed at that time.</p>
7.	<p>Assets</p> <p>7.1. Review of inventory of land and other assets including buildings and office equipment The asset register was circulated to all before the meeting. A discussion followed regarding depreciation [<i>UPDATE 05/05/2021: The Finance & Risk Committee will consider advice on this subject and report back to Council in due course</i>]</p>

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8.	Insurance
8.1.	Confirmation of arrangements for insurance cover in respect of all insurable risks The Council's insurance policy is due for renewal on 1 June 2021. The Clerk has received the renewal quote, which is an increase from c. £715 to £985. The Clerk is investigating alternative quotes and the Finance & Risk Committee will review and authorise.
9.	Subscriptions
9.1.	Review of the Council's and/or staff subscriptions to other bodies Subscriptions in 2021/22 are: <ul style="list-style-type: none"> • Warwickshire & West Midlands Association of Local Authorities (All) • Society of Local Council Clerk's (The Clerk) • Parish Online (digital mapping) No changes required.
10.	S.137 Expenditure
10.1.	Review of the Council's expenditure incurred under S.137 of the Local Government Act 1972 or the general power of competence. The Clerk confirmed that there has been no S.137 expenditure in the last year and none is expected in 2021/22
11.	Future Meetings
11.1.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. A list of meetings in 2021/22 was circulated to all Councillors. Remote meetings can no longer take place after 7 May 2021 as the temporary coronavirus legislation expires. The meeting on 1 June 2021 will hopefully take place outside at Leek Wootton Village Hall with possibility for indoors if restrictions allow.
12.	Close Meeting
12.1.	The Annual Parish Council Meeting was closed, to be followed immediately by an ordinary Parish Council Meeting.

Signed: Richard Coates (Chairman)Date: 01/06/2021Initial: RC