



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday, 3 May 2022 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Allison, Eldridge, Elsy, Knott, Tunkle, D/Cllr Redford, C/Cllr Redford, 2 members of the public and the Clerk

1.	<p>Election of Chairman and Vice-Chairman</p> <p>1.1. Cllr Coates was elected as Chairman [Proposed: Cllr Allison / Unanimous] Cllr Eldridge was elected as Vice-Chairman [Proposed: Cllr Coates / Unanimous]</p> <p>1.2. Cllr Coates signed the Declaration of Acceptance of Office</p>
2.	<p>Apologies</p> <p>Cllr Kirkwood [Approved reason: Holiday], D/Cllr Wright</p>
3.	<p>Committees</p> <p>3.1. Existing Committees</p> <p>3.1.1. The delegation arrangements to committees, sub-committees, staff and other local authorities were reviewed – no changes</p> <p>3.1.2. The Terms of Reference for Committees were reviewed – no changes</p> <p>3.1.3. Appointment of Members to existing Committees</p> <p>It was noted that, with the resignation of Cllr Maisey, the Environment and Community Engagement Groups are down by Member. Cllr Elsy represents Hill Wootton.</p> <p>Cllr Allison informed the Council that she has received communications from a resident who is intending to set up an Environment Group that will meet regularly. Cllr Allison is not able to commit to regular attendance, but has offered the support of the Council and asked that the Council be kept informed of progress.</p> <p>3.2. New Committees</p> <p>3.2.1. No new Committees are to be appointed</p>
4.	<p>Policy Documents</p> <p>www.leekwootton.org.uk/the-parish-council/parish-council-policy-statements</p> <p>4.1. Existing Documents</p> <p>4.1.1. Review of Standing Orders – no changes Review of Financial Regulations – no changes</p> <p>4.1.2. Review of other policy and strategy documents – no changes</p> <p>4.1.3. Review of the Council's complaints procedure</p> <p>It was agreed to adopt the new Code of Conduct, based on the Local Government association Model Councillor Code of Conduct 2020, in line with Warwick District Council. [Passed by unanimous vote]</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 standing orders 11, 20 and 21) – no changes required</p> <p>4.2. New Documents</p> <p>4.2.1. It was agreed to adopt the following new policies:</p> <ul style="list-style-type: none"> • LW&GC PC Safeguarding Policy [Passed by unanimous vote] • LW&GC PC General Reserves Policy [Passed by unanimous vote] <p>These will be published on the Parish Council website.</p>

Initial: RC

5.	External Organisations
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
5.2.	The representation on, or work with external bodies and arrangements for reporting back were reviewed. There were no changes. Currently these are: <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) External bodies with no official representation are: <ul style="list-style-type: none"> • All Saints' CofE Academy, Leek Wootton • All Saints' Church, Leek Wootton Cllr Knott noted that he is a Parish Council representative Trustee of the School Fund
6.	General Power of Competence
6.1.	The Council declared General Power of Competence on 1 February 2022 . This will be reviewed at the next relevant Parish Council Meeting, being the Annual Parish Council Meeting held after elections in May 2023.
7.	Assets
7.1.	The inventory of land and other assets including building and office equipment was reviewed and approved. Cllr Eldridge mentioned the new assets for the Big Jubilee Lunch (terrier racing machine and tug-of-war rope). Clerk will record an addendum list of Community Engagement Assets.
8.	Insurance
8.1.	Insurance policy is due for renewal on 1 June 2022. The PC entered into a 3-year long-term undertaking with BHIB and will re-insure with them until 31 May 2024. Cllr Elsy asked what increase in the premium is. [UPDATE: Premium remains at £712.28]
9.	Subscriptions
9.1.	Subscriptions in 2022/23 are: <ul style="list-style-type: none"> • Warwickshire & West Midlands Association of Local Authorities (All) • Society of Local Council Clerk's (<i>The Clerk</i> magazine only)
10.	S.137 Expenditure
10.1.	No expenditure under Section 137 is expected in 2022/23
11.	Future Meetings
11.1.	A list of meetings in 2022/23 was circulated
12.	Close Meeting
12.1.	The Annual Meeting of the Parish Council was closed. It was followed immediately by an Ordinary Parish Council Meeting

Signed: Richard Coates (Chairman)Date: 07/06/2022Initial: RC