

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF STALLINGBOROUGH
PARISH COUNCIL HELD ON WEDNESDAY 8th MAY 2019 AT THE VILLAGE HALL,
STALLINGBOROUGH AT 7.30 PM**

Present Cllr. Gilbert (Chairman)
Cllrs. Crofts, Ellis, Scott, Nicholls, Genney and Reed

Apologies None

There were no others present.

19/14 Election of Chairman

Cllr. Gilbert unanimously elected as Chairman for year and signed Declaration of Acceptance of Office.

RESOLVED: That Cllr. Gilbert serve as Chairman for the year

**19/15 To note the members elected as a result of the uncontested election and for all
Members to sign Declaration of Acceptance of Office**

All members signed Declaration of Acceptance of Office.

RESOLVED: That all elected members signed Declarations of Acceptance of Office

19/16 To receive and accept apologies for absence

None received.

19/17 Declarations of Interest

None made.

19/18 Election of Vice-Chairman

Cllr. Crofts unanimously elected as Vice-Chairman for the year.

RESOLVED: That Cllr. Crofts serve as Vice-Chairman for the year

**19/19 Election of Committees of the Council, Committee Chairman and agree terms of
Reference for each Committee:**

Personnel Committee – Cllr. K Ellis (Chairman); Cllrs. Crofts and Genney

Named Substitute – Cllr. Nicholls

Terms of reference as circulated also adopted and this Committee given full delegated powers

Any other Committees – none appointed.

RESOLVED: That the Personnel Committee be appointed as shown

19/20 Election of Representatives onto outside bodies:

Town and Parish Liaison – Cllr. Crofts and Cllr. Reed

ERNLLCA District Committee – Chair, Vice Chair and Clerk

One Voice – Cllr. Reed

Community Liaison Panel – Chair and Vice-Chair

BCCRP – Cllr. Reed

Any others – none

RESOLVED: That members serve as representatives on outside bodies as shown

19/21 Review of governance/procedural documents for Council for year

To review and agree any amendments/necessary actions on the following:

Asset Register – in place and updated as and when required

Insurance provision – currently on long term deal and assessed when required

Publication of Information Statement – in place, no changes

Website Provision – satisfied with current provision and no changes

Risk Management Strategy and risk assessments as required – all in place and Clerk progressing insurance enquiry with regard to village hall hirings

Training Criteria and ongoing development strategy – PC supports all training requested

Schedule of Delegation – in place, no changes

Bad debt recovery policy - in place, no changes

Governance Documents of Standing Orders and Financial Regulations – in place, no changes

Registers of Interest – Clerk reminded all members to update with any changes if required

Personnel Management Governance Documents – in place, no changes.

Necessary Licensing Requirements for village hall and bar – licence details at moment held by Mrs. Henderson and if required, Green Man would be approached

GDPR legislation – Not compliant at moment due to one outstanding Council email address and Cllr. Crofts urged to put in place

Audit procedures – Council had requested Mrs. Stennett to carry out internal audit

Internet banking – now in place and protocol adopted for security of usage

RESOLVED: That all governance and procedural documents had been reviewed and any actions agreed

19/22 To approve minutes of previous meeting in April 2019

Minutes of meetings approved as true record of meetings held and signed by Chairman.

RESOLVED: That minutes be approved as a true record

19/23 Police Report for information only

Received and circulated.

Problems with layby discussed and Clerk to contact NELC and ask for hedging to be cut back to assist with open view and also ask NELC to tidy area.

19/24 Highways/Footpaths/Traffic Issues

a) To receive update on any highways/footpaths/traffic issues from Clerk

Next meeting to be held June/July – Clerk to ask for information on parking restrictions on entry to Clarkson Drive which had been in place from late April. Members would like to see this replicated at entrance to Holly Close. Noted.

19/25 Planning Matters

To consider the following planning applications:

None received.

Planning decisions for information

To receive any other planning correspondence – Field consulting would now be holding their consultation as agreed and would be using the Village Hall.

19/26 Village Hall

- a) To receive any update on Youth Club and agree any necessary actions

Now split into two groups over longer period of time. Numbers are greater for younger age group. Green Man had raised £350 in liaison with Youth Club. Noted.

- b) To receive report on recent/future bars and agree any necessary actions including new casual bar staff update

Clerk advised that three new casual staff had come forward and Clerk would trial and train over next two bar events before staff being able to run bar.

RESOLVED: That Clerk train staff at next bars until competent to run bar. Clerk to continue to Manage and stock and carry out finance etc.

19/27 Future Dates (for information only)

Next meeting date – Wednesday 12th June 2019

Town and Parish Liaison – tbc

Date for compliance with Audit – 30th June 2019

NELC Mayor Making 16th May 2019

ERNLLCA NE Lincs District Meeting – 18th July 2019

ERNLLCA Chairmanship Training – no one to attend

ERNLLCA Good Councillor Training – no one to attend

BCCRP 4th June 2019

19/28 Reports

To receive reports on the following meetings attended

No reports submitted.

19/29 Correspondence/Information Update/Parish Matters

- a) Information and updates from NELC/Clerk for information only

Circulated as received.

- b) To receive notice of next Stallingborough Newsletter – June/July 2019 edition and agree any necessary actions

Next edition would have new Youth Club details and usual dog fouling, litter etc. Clerk to organise.

RESOLVED: That next Newsletter for June/July be produced by Clerk

- c) To receive review of Polling Stations from NELC and agree any comments to be submitted

Members satisfied with current polling arrangements

RESOLVED: That members were satisfied with current polling arrangements for Village

- d) To receive information from ERNLLCA re Annual General Meeting and agree any resolutions to be submitted for consideration

No resolution to be submitted.

RESOLVED: That no resolution be submitted and no one would be in attendance

e) Staff update for village hall

RESOLVED: Exclusion of Press and Public - exemption of press and public for remainder of meeting on the grounds that discussion of the following business is like to disclose exempt information contained within Paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)

19/30 Finance

a) To approve payment of cheques as per list for May 2019

All payments approved to be made as per schedule circulated.

RESOLVED: That all payments be made as per list circulated

b) To receive full year accounts and account reconciliation for fy 18-19

Clerk had circulated full year accounts, reconciliation for full year to bank statement and bank statement to all members. Accounts formally approved and signed by the Chairman.

RESOLVED: That full year accounts be formally approved

c) To receive dates for internal and external audit from Clerk for fy 18-19

Clerk advised she would now organise internal audit and report and completion of Annual Return would be on agenda for June meeting for submission to external auditors by end of June 2019.

RESOLVED: That the Clerk progress the audit schedule for fy 18-19 as agreed

d) To receive update from Clerk on electronic banking arrangements and agree any necessary actions

Clerk now had access to bank account and protocol and procedure for security for electronic banking agreed at previous meeting. Clerk would now make payments electronically after being authorised as usual at each monthly meeting of the Council.

RESOLVED: That electronic banking is in place and will be used by the Clerk in line with the terms Of the adopted electronic banking protocol adopted by the Council

The Chairman closed the meeting at 8.20 pm.

Signed:	Date:
---------------	-------------