



**Stambridge Parish Council
Annual Meeting of the Council
To be held on
Monday 23rd May 2016 at 8pm.
Venue: Stambridge Memorial Hall.**



The Chairman of Stambridge Parish Council opened the Annual Council Meeting at 8pm on Monday 23rd May 2016.

196. Election of Chairman (Section 15 and 34 of the 1972 Act):

196.1. Cllr Dan Nelson proposed and Cllr Denise VanDerson seconded Cllr George Ioannou for the office of Chairman and no other nominations were presented, therefore appointing Cllr George Ioannou as Chairman of Stambridge Parish Council.

196.2. The declaration of acceptance of office of Chairman to the Council was signed by Cllr George Ioannou

197. Election of Vice Chairman (Section 15(6) and 34(6) of the 1972 Act):

197.1. Cllr George Ioannou proposed and Cllr Denise VanDerson seconded Cllr Dan Nelson for the office of Vice Chairman and no other nominations were presented, therefore appointing Cllr Dan Nelson as Vice Chairman of Stambridge Parish Council.

198. Apologies for Absence.

198.1. No apologies.

199. Receive Declarations of Interest:

199.1. No Declarations of Interest were presented to council.

200. Appointment of Committees:

200.1. To determine the membership of the Councils Standing Working Committees as follows:

- Stambridge Memorial Hall – Cllr George Ioannou, Cllr Dan Nelson and Cllr Peter Perkins were appointed as trustees of Stambridge Memorial Hall.
- Human Resources Committee - Cllr Dan Nelson, Cllr Peter Perkins and Denise Vanderson were appointed as members of the HR Committee.
- Finance Committee – Cllr George Ioannou, Cllr Dan Nelson and interim RFO were appointed as members of the Finance Committee.

201. Appointment of Media Representatives:

201.1. Stambridge Parish Council Webmaster (Mr Bernard Crix)

201.2. Stambridge Parish Council Newsletter (Mr Bernard Crix)

201.3. Stambridge Community Facebook & Twitter – Cllr George Ioannou was appointed.

202. Appointment of Outside Body Representatives:

202.1. Members are asked to determine the Councils Representatives on outside bodies

- RHALC - Clerk and one councillor to be decided prior to the meeting.
- Parish Transport Representative – Clerk appointed as representative.
- Community Meetings - Clerk and one councillor to be decided prior to the meeting.
- Stambridge Sewerage Treatment Works Representative – Cllr Peter Perkins was appointed.
- Stambridge Community Forum – TBD
- Footpath Representative – Cllr George Ioannou, second councillor to be decided at the next meeting.
- RRAVS (Clerk)
- EALC (Clerk)

202.1.9. RCCE (Clerk)

202.1.10. Parish Summit - Clerk and one councillor to be decided prior to the meeting.

202.1.11. Neighbourhood Watch – to be represented by a co-ordinator and Cllr Dan Nelson & Cllr George Ioannou as guests.

203. Approval of Minutes.

203.1. The meeting of the Parish Council Meeting held on the 27th April 2016 was approved by members as a true

204.Receive Applicants for Councillor Vacancies.

204.1. The motion proposed by Cllr George Ioannou and seconded by Cllr Dan Nelson to co-opt Mr. Phil Shaw at the Parish meeting to be held on Monday 13th June 2016 was passed.

205.No members of the public were present.

206.Planning Applications – No applications were received from District Council.

207.Employment

207.1. The decision was made for the full council to work with our clerk and RFO in formulating a carefully analysed job description.

207.2. The full council agreed numerously that there will be two Clerks appointed to Stambidge Parish Council where the duties to be confirmed will take the definition as;

- The Parish Council covering - RFO of the Council, Allotments, highways, Maintenance, footpaths and Parish General Duties.
- The Memorial Hall and Grounds – RFO to the trust, management of the Memorial Hall & Grounds and Cliental, waste, charity bins, Sewage, Maintenance and Charity sub committees.

208.PC Documents

208.1. The Members requested to discuss and agree the Stambidge Parish Council Risk Assessment document at the next meeting.

208.2. The Members requested to discuss and agree the Stambidge Parish Council Asset Register at the next meeting.

209.Finance

209.1. The members unanimously agreed to approve the continued engagement of Mrs Liane Rowland as Interim Financial Officer until the appointment of permanent replacement. **Resolved.**

209.2. The Officer presented section 1 of the Annual Return to the members and the Chairman moved the motion, to complete Section 1 of the Annual Return: Governance Statement, which was unanimously accepted by the full council. **Resolved.**

209.3. The Officer presented section 2 of the Annual Return to the members and the Chairman moved the motion, to complete Section 2 of the Annual Return: Accounting Statements, which was unanimously accepted by the full council. **Resolved.**

209.4. The Parish Council annual statement was approved by full council. **Resolved.**

209.5. The members agreed the Parish Council's PayPal account should be closed and replaced by a pre-approved debit card as part of the financial controls. The Clerk to contact Barclay.

209.6. The members agreed to cancel the CitrusHR contract saving £60 per month. The Clerk to check contract penalty clauses and based on her findings, then cancel the agreement. **Resolved.**

209.7. The members unanimously noted that in January 2016, the Precept of £23,511, RTS Grant £1,479 and to receive from RDC in 2016 the amount of £24,990. **Resolved.**

209.8. Payment of Accounts - Members approved cheques for payment. **Resolved.**

Agenda Reference	Description	Amount (£)	Cheque No.	Notes
209.8.1	Clerk's Salary (Confidential-Sarah)		200534	Interim Clerk
209.8.2	Clerk's Expenses (Sarah)	585.08	200535	Sign trade supplies
209.8.3	Liane Rowland	708.45	200533	Locum RFO
209.8.4	Hannah Coppard	34.20	200530	Baby Sitter for Cllr Denise Vanderson
209.8.1	PH Coote Ltd	416.40	200532	

210.Members to ratify cheques:

Description	Amount (£)	Cheque No.	Notes
None			

211.Reports from Parish Council Representatives (No decision can be made on information given unless it is a separate item on the Agenda). Members to give updates on their areas of responsibility as required
No update.

212. Clerk's Report

- 212.1.** The report is currently been reviewed and will be updated accordingly following communications with RDC and County.

213. Correspondence Requiring a Decision

- 213.1.** Stambridge Parish Council received a communication from RDC to participate in the neighbourhood watch plan. Members to consider and discuss at next meeting

214. Correspondence to Note

- 214.1.** The gardener has retired and the Parish has received complaints from the allotment holders regarding the state of the plots and surroundings. The Parish to tender for a replacement gardener and install stricter rules.

215. Stambridge Memorial Hall / Grounds Update

- 215.1.** Emails have been sent to the final football clubs competing use Stambridge Memorial Grounds for their Saturday pitches (2 teams) and a junior team on Sunday.
- 215.2.** The members agreed unanimously to work with the MS Society in providing parking and storage facilities, together with the use of the club house. The members also agreed for the MS Society, RDC, Youth Services, Disability Sports group to be part of the Big Lottery application bid.
- 215.3.** RDC have guaranteed that ISS will address the preparation of the football pitch, goal posts, dug outs for the forthcoming session.

216. Allotments

- 216.1.** The Clerk is currently formulating a correspondence to the allotment holders to establish an Allotments Committee.
- 216.2.** The updated Tenancy agreement cannot be finalised as the Parish Council is awaiting the Lease Agreement. Once received, RDC legal team will formalise a tendency agreement for the Allotment holders.

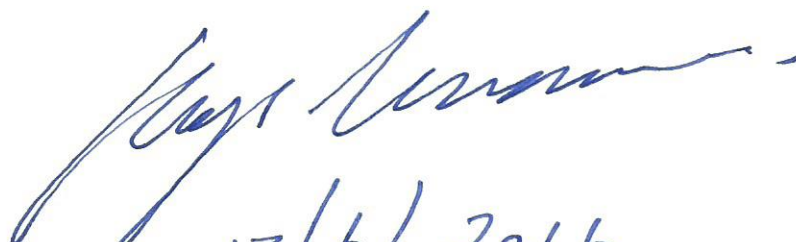
217. Parish Council Website / Newsletter Update

- 217.1.** Members were asked to review the website and forward any feedback to the Clerk.
- 217.2.** Any articles for the newsletter to be followed to our editor Mr. Bernard Crix.

218. Close of Meeting. Items for future agendas.

The date of the next Parish Council Meeting will be held on Monday 13th June 2016,
Venue: Stambridge Memorial Hall at 7.30pm

**If you would like a large print version of the Agenda
Please contact the Parish Clerk**


13/6/2016