**MIDDLETON CHENEY PARISH COUNCIL**

**ANNUAL MEETING**

**Monday, 13th May 2019**

 Present: Cllr. A. Youel (Chair) Cllr. S. Jerrams Coughtrey (Vice Chairman),

Cllrs. C. Bowden, R. Solesbury-Timms, M. Allen, B. Amos, W. Smith, E. Winn

 Clerk/RFO/DPO & District Councillor V. Furniss

 Members of the Public : 1 resident attended to observe

**MINUTES**

**19/046 Election of Chairman for the Year 2019/2020 - Chairman to sign Declaration of Office**

 In order for Council to elect a Chairman for the year 2019/20

 Councillor Alan Youel stood down as Chairman.

 Councillor Alan Youel said he was willing to continue and expressed an interest in the role of Chairman for the forthcoming year 2019/20

 **Proposed:** Cllr. R. Solesbury Timms **Seconded:** Cllr. S. Jerrams Coughtrey

 As there were no other nominations, a vote was taken and Councillors attending

 voted unanimously for Cllr. Alan Youel as Chairman.

 Councillor Alan Youel as Chairman for 2019/20 signed the Declaration of Office and took the Chair.

**19/047 Apologies for absence**

Cllr. A. Deary – Family Commitment

Cllrs. T. Rice & P. Fuller – Apologies not received

**Proposed:** Cllr. C. Bowden **Seconded:** Cllr. B. Amos

**19/048 Election of Vice Chairman - Vice Chairman to sign Declaration of Office**

Councillor Sue Jerrams Coughtrey said she was willing to continue and expressed an interest in the role for the forthcoming year 2019/20

**Proposed:** Cllr. C. Bowden **Seconded:** Cllr. A. Youel

As there were no other nominations, a vote was taken and

Councillors attending voted unanimously for Councillor Sue Jerrams Coughtrey as Vice Chairman for 2019/20.

Councillor Sue Jerrams Coughtrey signed the Declaration of Office

**19/049 Minutes of the Annual Meeting of the Parish Council dated 14th May 2018**

The minutes had been approved at a Parish Council meeting and signed on 12th June 2018.

**19/050 Matters arising from item 19/049 not on the Agenda**

 There were none.

**19/051 Financial arrangements**

1. Appoint/Confirm Bank and banking arrangements – appoint cheque signatories
* The Clerk/RFO recommended that Council remain with Barclays Bank. All Councillors attending agreed.
* Banking arrangements would stand as before.
* Cheque signatories would be: Cllrs. S. Jerrams Coughtrey, A. Deary and B. Amos. It was also agreed, following the Internal Auditor’s advice, that a further signatory would be appointed - Cllr. R. Solesbury Timms put his name forward. Advice would be sought from Barclays in order to progress matters.
1. Appoint/Confirm Internal Controls Councillor (ICC)
* Cllr. W. Smith expressed an interest in the role of ICC for the year 2019/20. This appointment would be in addition to Cllr. M. Allen. All Councillors attending agreed.
1. Standing orders – Notification of any changes deemed necessary
* No changes were deemed necessary.

**19/051 Financial arrangements - Continued**

1. To agree a de minimis threshold below which the expenditure of any funds may be authorised by the Clerk/RFO but above which expenditure may only be authorised if approved by a majority of those present at a Council meeting.
* It was agreed an amount of £500 should remain as the threshold.

**19/052 Decide and confirm Working Parties required for 2019/20**

* Cemetery Working Party
* Planning Working Party
* Finance Working Party
* Human Resources (HR) Working Party
* Highways Working Party

Participation by Councillors was reviewed. Amendments suggested by Cllrs at the meeting would be verified and circulated again. Any changes in the above Working Parties should be confirmed to the Clerk.

**19/053 Councillors’ Portfolios - PC REPRESENTATIVE ON VILLAGE COMMITTEES/GROUPS\***

**Cllr. A. Youel**

* Finance
* Human Resources
* IT/Website\*
* Neighbourhood Plan\*
* Planning\*
* Highways

**Cllr. S. Jerrams Coughtrey**

* Alms Houses\*
* Archiving
* Cemetery
* Environmental (Fly tipping, trees, vegetation)
* Finance
* Heritage
* Highways
* Land Registry\*
* Neighbourhood Plan
* Paths, Rights of Way and Permissive Bridleways

**Cllr. C. Bowden**

* Month Of Madness
* Children’s Home\*
* Age Concern\*
* Open Spaces & Play Areas
* Cemetery

**19/053 Councillors’ Portfolios - Continued**

**Cllr. A. Deary**

* Cheney Chatter
* Emergency Plan
* Library Supporters Group
* Neighbourhood Plan & Planning
* Finance
* Open Spaces and Play Areas
* Village amenities – Pocket Parks, Village Green, Bins, Benches

**Cllr. B. Amos**

* Planning & Highways
* Playing Field Association – PFA
* Neighbourhood Plan
* Month of Madness (MOM)
* Play Areas
* Secondary School Academy

**Cllr. R. Solesbury-Timms**

* Bell Ringing/WW1 Memorial/RBL
* Secondary & Primary School Academies
* Playing Field Association – PFA
* Care Homes & Children’s Homes
* Village Hall

**Cllr. M. Allen**

* Playing Field Association – PFA
* Library Action Group
* Neighbourhood Plan
* Finance (ICC)

**Cllr. P. Fuller**

* Police
* Children’s Home
* Planning
* Secondary School Academy
* Primary School Academy

**Cllr. W. Smith**

* Neighbourhood Plan
* Finance
* Planning
* HR
* IT Website

**19/053 Councillors’ Portfolios - Continued**

**Cllr. T. Rice**

* Neighbourhood Plan
* Planning
* Highways

**Cllr. E. Winn**

* **TBA -** Interest/participation to be forwarded to the Clerk

**19/054 Councillors’ ‘Wards’**

Cllrs agreed to notify the Clerk of any amendments. 7 Areas still to be allocated.

Signed ……………………………………… 20th May 2019

**Chairman**