

QUENINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF QUENINGTON PARISH COUNCIL HELD AT QUENINGTON VILLAGE HALL on Thursday 11th May 2017

Present: Cllr Michael Scott (Chairman), Cllr Maurice Denton, Cllr John Dooley, Cllr Don Downes, Cllr Janet Sallis (part)

In attendance: Penny Ibbotson (Clerk)

1. **Apologies for absence:** Apologies from Cllr Michael Sayer & Cllr Serena Robinson were accepted.

2. **Register of Interest forms:** Councillors were reminded to amend their Register of Interest forms if there had been any relevant changes.

3. **Election of Officers:**

Chairman: Mike Scott was nominated by Don Downes and seconded by John Dooley. All were in favour.

Vice Chairman: Don Downes was nominated by Mike Scott and seconded by John Dooley. All were in favour.

Finance Officer: Janet Sallis was suggested and it was agreed to wait until her arrival to discuss.

4. **Election of Representatives**

- **Gloucestershire Association of Parish and Town Councils**
- **Gloucestershire Chartered Parishes**

It was agreed to defer this until the next meeting when more Councillors would be present.

5. **Minutes:** The minutes of the AGM held on 12th May 2016 were signed by the chairman as a true and accurate record of the proceedings.

6. **To review and confirm Council Policy Documents:** The Standing Orders, Financial Regulations and Financial Standing Orders, Code of Conduct and Model Publication Scheme were all approved without amendment. The Financial Regulations allow for internet banking as an option; internet banking for Parish Councils was raised at the recent Clerk's training and there didn't seem to be consistency from Lloyds Bank as to the process. The Clerk will make further investigations.

(Janet Sallis arrived)

7. **To agree Complaints Procedure:** The draft Complaints procedure was reviewed and information needs to be added regarding the appeal process.

8. **To review Asset List:** The cemetery extension land and new dog waste bin have been added. It was agreed that the existing cemetery land should be added but with a nil value.

- 9. To review and agree Insurance Cover:** A 3 year agreement has been arranged with Zurich of which this is the third year, the renewal premium for this year is £730.02, an increase of £24.89.
The defibrillator should be removed from the policy as SW Ambulance has said that it would replace the defibrillator if it was stolen. The price for the speed indicator device is to be queried as it is rather high and QPC is only liable for one third of its value. Insurance cover for QPC events is to be checked and Zurich advised of the dates of car boot sales. When the Green is used for car parking, it is to be made clear that this is at the owner's own risk.

The insurance statement regarding salt spreading was highlighted – if a Council starts to grit pavements, roads, car parks etc it is deemed that it has taken responsibility and must continue to spread grit as stopping would be deemed as negligence. QPC has 2 salt spreaders, these are for the public to borrow rather than for Council use.

- 10. Dates of Meetings:** The following dates were agreed, all starting at 8pm:

Thursday 13th July 2017
Thursday 14th September 2017
Thursday 9th November 2017
Thursday 11th January 2018
Thursday 8th March 2018
Thursday 10th May 2018(AGM)

The Annual Parish Meeting will be on Thursday 26th April 2018.

Janet Sallis agreed to become **Finance Officer** and was nominated by Mike Scott, Don Downes seconded and all were in favour.

There being no further business, the meeting closed at 7.55pm

_____Chairman

_____Date