

# Barnt Green Parish Council

**Minutes of the Annual Meeting of the Parish Council**  
**held at 80 Hewell Road, Barnt Green on Wednesday 21 May 2014 at 7.00pm**

**Present:** Councillors (Cllrs) Rosemary Briggs, Robert Cholmondeley, Alun Davies, Kaye Elderton, Edwin Gumbley, Charles Hotham, John Jagger (Chair) and Susan Whitehand.

**In attendance:** Paul MacLachlan (Executive Officer).

The following documents will be appended to the signed minutes:

- the Agenda;
- the following enclosures:
  - A: Standing Orders
  - B: Financial Regulations
  - C(i): Resources Committee terms of reference
  - C(ii): Neighbourhood, Planning and Environment Committee terms of reference
  - D: Delegation arrangements.

## **01/14 Election of Chair**

It was proposed by Cllr Whitehand, seconded by Cllr Elderton, and agreed unanimously that Cllr John Jagger be Chair of Barnt Green Parish Council. Cllr Jagger signed the declaration of acceptance of office.

## **02/14 Election of Vice-Chair**

It was proposed by Cllr Gumbley, seconded by Cllr Davies, and agreed unanimously that Cllr Charles Hotham be Vice-Chair of Barnt Green Parish Council.

## **03/14 Apologies**

The apologies of County Councillor Peter McDonald were received.

## **04/14 Declarations of Interest**

The requirement to keep the Register of Interests was noted. Parish Council dispensations dated 26 November 2012 apply. No other interests were declared by Parish Council Members. No dispensations were sought.

## **05/14 Code of conduct**

Councillors were reminded of the Parish Council's code of conduct and a further copy of the document was offered.

## **06/14 Standing Orders**

Cllrs Jagger and Hotham reported on a meeting with the Executive Officer at which the model standing orders issued by NALC had been reviewed in detail and tailored to meet the needs of the Council.

Councillors reviewed the document at Enclosure A.

It was proposed by Cllr Jagger, seconded by Cllr Hotham and agreed unanimously that the Standing Orders at Enclosure A be adopted.

## **07/14 Financial Regulations**

Cllrs Jagger and Hotham reported on a meeting with the Executive Officer at which

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the model financial regulations issued by NALC had been reviewed in detail and tailored to meet the needs of the Council.

Councillors reviewed the document at Enclosure B.

It was proposed by Cllr Whitehand, seconded by Cllr Briggs and agreed that the following words be added at the end of paragraph 5.1.

*The council may seek credit references in respect of members or employees who act as signatories*

It was proposed by Cllr Jagger, seconded by Cllr Hotham and agreed unanimously that the Financial Regulations at Enclosure B, as amended, be adopted.

## 08/14 **Appointment of committees**

It was proposed by Cllr Whitehand, seconded by Cllr Elderton and agreed that the Council appoint a Resources Committee and a Neighbourhood, Planning and Environment Committee.

Councillors reviewed the Committee terms of reference proposed at Enclosures C(i) and C(ii).

It was proposed by Cllr Whitehand, seconded by Cllr Elderton and agreed that the Resources Committee terms of reference at Enclosure C(i) and the Neighbourhood, Planning and Environment Committee terms of reference at Enclosure C(ii) be adopted.

## 09/14 **Nominations to committees**

The following nominations were received:

Resources Committee:	Cllrs Elderton, Gumbley, Hotham, Jagger and Whitehand
Neighbourhood, Planning and Environment Committee:	Cllrs Briggs, Cholmondeley, Hotham, Jagger and Whitehand

It was proposed by Cllr Jagger, seconded by Cllr Elderton and agreed that the nominations be accepted.

## 10/14 **Delegation arrangements**

Councillors reviewed the delegation arrangements proposed at Enclosure D.

It was proposed by Cllr Cholmondeley, seconded by Cllr Hotham and agreed that the delegation arrangements at Enclosure D be adopted.

## 11/14 **Representation**

The Chair reported on arrangements agreed at the last Annual Meeting.

The following nominations were received:

County Association of Local Councils (Bromsgrove)	Cllrs Jagger and Whitehand
Campaign to Protect Rural England	Cllr Whitehand

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St Andrew's School	Cllr Hotham
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It was proposed by Cllr Briggs, seconded by Cllr Elderton and agreed that the nominations be accepted.

The meeting ended at 7.28pm.

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Chairman 25 June 2014