



**Minutes of the Annual Meeting of the Parish Council dated Monday 20 May 2013
held in the Parish Council Office, 80 Hewell Road, Barnt Green at 7.00pm**

Present: Councillors (Cllrs) Rachel Banner, Alun Davies, Edwin Gumbley, Charles Hotham, John Jagger and Susan Whitehand.

In attendance: Paul MacLachlan (Executive Officer).

Appendices: The following documents will be appended to the signed minutes:

- the agenda;
- the following enclosures:
 - A: scheme of delegation
 - B: complaints procedure
 - C: procedure for the awarding of grants
 - D: procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

01/13 Election of Chair

Cllr John Jagger was elected Chair of Barnt Green Parish Council.

02/13 Election of Vice-Chair

Cllr Charles Hotham was elected Vice-Chair of Barnt Green Parish Council.

03/13 Apologies

Apologies for absence of Cllr Doreen Hawkey were received and accepted.

04/13 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.

05/13 Minutes

The minutes of the meeting dated 22 April 2013 were approved and signed by the Chair.

06/13 Appointment of committees and working groups

It was agreed to:

- (i) appoint a Neighbourhood Plan Committee with the same terms of reference as in 2012/13;
- (ii) review the Parish Council's Committees and Working Group structure at the June 2013 meeting of the Parish Council at which the recommendations of Cllrs Jagger and Hotham will be presented;
- (iii) appoint, pending review, the appointment of a Planning Working Group with the same terms of reference as in 2012/13.;
- (iv) refer any items requiring urgent decision prior to the Chair and Vice-Chair under delegated powers.



07/13 Nominations to committees and working groups

The following appointments were agreed:

- (i) Cllrs Whitehand, Jagger, Hotham, Davies and Hawkley be appointed to the Neighbourhood Plan Committee;
- (ii) Cllrs Whitehand, Banner and Hawkley be appointed, pending review of the Parish Council's Committee and Working Group structure, to the Planning Working Group.

08/13 Delegation arrangements

It was agreed that the scheme of delegation (enclosure A) be adopted. It was agreed to give further consideration to the scheme of delegation following agreement of the 2013/14 Committee and Working Group structure.

09/13 Standing Orders

It was agreed to adopt the existing standing orders pending review in Autumn 2013 when NALC are due to publish revised model standing orders.

10/13 Financial Regulations

It was agreed to adopt the existing financial regulations without amendment.

11/13 Arrangements

No arrangements were considered.

12/13 Representation

The following representatives were agreed:

Worcestershire CALC: Cllrs Jagger and Whitehand;
CPRE: Cllr Whitehand;
St Andrew's School: Cllr Hotham.

13/13 Inventory

Councillors noted that the inventory had not changed since the review undertaken in March 2013.

14/13 Insurance

Councillors reviewed the existing insurance cover and agreed to renew the policy with Zurich on 1 June 2013 at a cost of £1,796.37plus IPT.

15/13 Subscriptions and affiliations

It was agreed to enter into the following 2013/14 memberships and subscriptions:

- National Association of Local Councils';
- Worcestershire County Association of Local Councils;
- Society of Local Council Clerks;
- CPRE;
- Online Mapping.

