

## **Knightwick and Doddenham Parish Council**

Minutes of the Annual Meeting of the Council held on Monday 18<sup>th</sup> May 2009 at 8pm in the Village Hall, Knightwick.

### **Present;**

Chairman, Mr P Edwards

Mrs G Evans, Messrs, F Budden, S Munday, S Twinberrow, P Walker, G M Brewin (Clerk to the Parish Council)

Apologies from Cllr D Kirkbride, Cllrs C Smith (County Councillor), Cllrs D H Hughes, A Warburton, (District Councillors)

### **Questions from members of the public:**

None

### **The formal meeting commenced at 8.05pm.**

#### **1. To accept nominations and appoint a Chairman**

Cllr P Edwards thanked the members for their support over the past year, he then nominated Cllr S Munday, who was seconded by Cllr P Walker. There were no other nominations.

Cllr S Munday accepted the nomination and signed the Declaration of Acceptance of Office.

see appendix - a

#### **2. To accept nominations and appoint a Vice-Chairman**

Cllr P Edwards seconded by Cllr P Walker nominated Cllr S Twinberrow . Agreed.

#### **3. Apologies for absence and members declarations of interest.**

The apology from Cllr D Kirkbride. There were no declarations of interest in agenda items.

#### **4. To fill a vacancy by co-option.**

There were no offers of co-option. The chairman asked the clerk to approach the Sunningdale Housing Association again and to continue to advertise the vacancy.

#### **5. To appoint a representative to the Village Hall Charity Trustees**

Cllr P Edwards seconded by Cllr Mrs G Evans nominated Mr G M Brewin; agreed.

It was noted that Cllr F Budden would continue as a trustee of the Village and Almshouses charities

#### **6. Confirm Minutes of the meeting of 19<sup>th</sup> March 2008 - Circulated in advance**

These had been circulated in advance, were agreed as a true record and signed by the chairman.

### **7. Financial Matters**

- a) Acceptance of the Accounts for 2008-9 Circulated in advance, and Statement of Assurance  
Agreed see appendix - b
- b) Confirm Clerk's Salary & Hours - 2008-9 (NALC - SCP26 - £11.435/hr, 237hrs/yr)  
Agreed
- c) Approve payments -
  - i. WCALC Membership Subscription 08-9 - £123.91+vat - £140.21 Agreed
  - ii. Parish Council Insurance renewal - The following quotations had been received; Allianz, £344.87, Came & Co (Norwich Union) £282.20  
After a discussion it was agreed that unless the excess of £250 on the Came and Co proposal could be reduced to that of the existing insurer (Allianz - £125) that the Allianz insurance should be renewed. (Subsequently the clerk raised this with the insurers and no such reduction was forthcoming.)
- d) Consider Grants -
  - i. Lower Teme PCC - Knightwick Churchyard - £100 Agreed
  - ii. Footprints - community Newsletter - £150 Agreed
  - iii. Nora Parsons Day Centre - £75 Agreed

### **8. Planning Matters - None**

**9. Approve new Standing Orders and Financial Regulations - circulated in advance.**

These were agreed and signed by the chairman. see appendix- c

**10. Clerk's report on actions from previous meetings**

There had not been any action on the spoil heap in the A44 layby and he would continue to press WCC Highways Dept to clear this away.

**11. Correspondence - Circulated in advance**

swjcs	Local Development Framework
HSBC	Current Acc. £3940.10
Community First, Wiltshire	Village Hall Insurance Quotation £148.88
Clement Keys	Annual Audit
Equality Rights Comsn	Briefing - Public Sector Duties
WCC	Greenspaces
Info Commissioner	Freedom of Information Brief and DVD
WCC	Worcs Warden Newsletter etc

He would follow up the quotation for Village Hall insurance which was very attractive and include it in the agenda for the next meeting.

**11. Items for the Next Meeting**

- a) Village Hall Insurance
- b) Co-option to fill a vacancy
- c) Possibility of a Refuse Skip hire

**12. Confirm the date of the next meeting: Monday 20/7/09 at 8pm In the Village Hall Knightwick.**

Future meetings; 21/09/2009, 16/11/2009

The meeting closed at 9.10pm

Chairman.