

# St Peter the Great County Parish Council

## Minutes

**Minutes** of the Annual Parish Council Meeting held on **Thursday 9<sup>th</sup> May 2019 at 8pm** in the **Village Hall, St Peters**. The Annual Parish Council meeting followed the Annual Meeting of the Parish which began at 7:30pm.

**Present:** Cllrs. Mr. A. Tidy, Mr. R. Knight, Mr. M. Johnson, Mr. J. Kemp, Mrs. L. Murray and Mr. D Carney.

**Attending:** County Councillor Mr. S. Mackay, three members of public and two members of press.

**3819 Election of Chairman:** There was a single nomination for Cllr. Tucker to be elected Chairman; proposed by Cllr. Knight and unanimously agreed by Council. The duly elected Chairman had previously signed the obligatory declaration of Acceptance of Office to serve during the current year and will take the seat at a future meeting.

**3919 Election of Vice Chairman:** There was a single nomination for Cllr. Kemp to be elected Vice Chairman; proposed by Cllr. Johnson and unanimously agreed by Council. In the Chairman's absence, Cllr. Kemp took the Chair immediately.

**4019 Apologies for Absence:** Council had received apologies from Cllr. Mr. A. Tucker.

**4119 Declarations of Interest:** None received.

**4219 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 11<sup>th</sup> April 2019.

**Public Session:** A member of the public addressed Council to commend the continued efforts of the Parish Council to develop and enhance the parks and Green Spaces of St Peter's.

**4319 Councillor Portfolios:** Council reviewed the current allocation. Although re-elected Councillors were content to continue with the allocation of portfolios, it was agreed to allow the newly elected Councillors an opportunity to consider how best they could contribute before confirming allocation. Council therefore agreed to defer the Portfolio allocation to a future meeting.

**4419 Standing Orders and Financial Regulations:** Council reviewed the Standing Orders and Financial Regulations. Following a major review of both documents over the previous 12 months, Council agreed to adopt the Standing Orders and Financial Regulations without change.

**4519 Arrangements with other Authorities:**

(a) Council reviewed current arrangements with the City Council including the Parish Warden agreement and the Lengthsman Scheme. Council noted that the new Parish Warden Service Level Agreement (SLA) includes a contractual obligation for the City Council to carry out Lengthsman duties on behalf of the Parish Council and also several key enhancement services as defined within the agreement.

(b) Council reviewed the 'Council's Charter' 2005 and committed to continue in the spirit of the Charter (available on the website).

# St Peter the Great County Parish Council

**4619 External Representation:** Council reviewed current representation and agreed to the following representation by Council:

(a) City Council Standards Committee- Cllrs. Mr. R. Knight and Mr. A. Tidy. Clerk to confirm arrangements with the City Council.

(b) PACT- It was agreed to defer confirmation of representation following the election of new Councillors.

**4719 Inventory:** Council reviewed the current Inventory of land and assets and noted the revised register.

**4819 Insurance Cover:** The Clerk confirmed that arrangements for Parish Council Insurance cover are ongoing and due to be confirmed at the next meeting in June.

**4919 Memberships:** Council reviewed current Council and/or employees' memberships of other bodies.

(a) Council noted membership of Worcester Arts Council.

(b) Council noted membership of Worcester Play Council.

(c) The Clerk confirmed a necessity for membership of SLCC (Society of Local Council Clerks).

(d) Council noted the online service utilised by the Clerk and offered by Clerks and Councils Direct giving access to an updated online portal which includes updates as published by CALC and NALC. The total cost of the service is £100 annually.

**5019 Complaints Procedure:** Council confirmed endorsement of the current policy.

**5119 Information Handling Procedures:** Council reviewed and confirmed the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. Council noted the policy contains out of date address details and duly requested the Clerk update the document for inclusion on the Parish Website.

**5219 Press/Media Policy:** Council reviewed and confirmed the current Press and Media Policy noting that it was updated in September 2016.

**5319 Meeting Dates & Times:** Council reviewed meeting dates and times and confirmed continuation of current practice meeting on the second Thursday of every month (with the exception of the August and December breaks) meeting at 7:30pm in St Peter's Village Hall.

**5419 Reports from District and County Councillors:** Council received a verbal update from City Cllr. Mr. M. Johnson and a written report from City and County Cllr. Mr. S. Mackay.

**5519 Financial Report:**

(a) The Clerk deferred the presentation of preaudit accounts to the next meeting.

(b) Council received a verbal financial report from the Clerk on the current financial position of the Council and approved the latest reconciliation. The Clerk confirmed that a final attempt had been made to conclude the opening of new accounts with HSBC and that a copy of the Standing Orders was currently with the HSBC accounts team in lieu of a constitution.

(c) No payments required processing.

(d) Council reviewed and agreed unanimously to continue with an updated schedule of due payments arising on a regular basis as a result of a continuing contract or obligation and gave

# St Peter the Great County Parish Council

consent under Financial Regulations for the payment of the same until the Annual Parish Meeting in May 2020, unless there is due cause for ceasing a contract or payment. An updated version of the schedule will be available on the Parish website in due course.

**5619 Correspondence and Administrative Matters:** The Clerk presented recent correspondence, including details of a campaign called ‘Talk to me Worcester’ that aims to combat loneliness. The Clerk to circulate details to Councillors.

**5719 Portfolio Holder Reports:**

(a) **Green Spaces:** Cllr. Tidy gave a brief review of recent Friends Group activities involving volunteers including continued events to install carved wooden signage in the parks and green spaces of St Peter’s and the installation of Rose beds adjacent to the Village Hall.

(b) **PACT:** It was confirmed that Cllr. Tidy would attend the next PACT meeting.

**5819 Date of Next Meeting:** Confirmed as Thursday 13<sup>th</sup> June 2019 at 7:30pm in St Peter’s Village Hall.

Signed..... Chairman Date.....