

Shillingford Annual Council Meeting

Minutes of the meeting held on Tuesday 13th May 2019

Present: Cllrs Carr (Chairman), Turner, Stamp, Howard, Parrott, Barwell, TDC Cllr Swain, Clerk Sarah Sharpe & 4 members of the public present.

1. **Apologies for absence** – TDC Cllrs Foden and Nuttall
2. **Declarations of Interest / Dispensations** – None
3. **Election of Chairman**– Cllr Carr stood down as Chairman. Cllr Turner took the Chair for election of the Chairman and asked for proposals. Cllr Stamp proposed Cllr Carr. Cllr Carr stated that he had been in the Chair for 8 years and he encouraged other Councillors to consider standing. Following discussion, it was felt that for continuity reasons particularly with the ongoing issues between the village and the Village Green Trustees, Cllr Carr was the best person to lead the Parish Council. There were no further nominations. Cllr Carr stated that he was prepared to serve for a further year but would not be re standing next year. Councillors voted by way of a show of hands which was unanimous.
Proposed Cllr Stamp **Seconded** Cllr Parrott.
Cllr Carr signed an acceptance of Office and resumed as Chairman of the meeting
4. **Election of Vice Chairman** - Cllr Turner has supported the Chairman and taken the Chair of meetings when he can. Cllr Turner was proposed for Vice Chair. There were no further nominations. Cllr Turner agreed to serve as Vice Chairman. Councillors voted by way of a show of hands which was unanimous.
Proposed Cllr Stamp **Seconded** Cllr Howard
5. **Minutes of the Annual Council Meeting held on 14th May 2018 (circulated)** Were accepted and signed as a true record of the meeting.
Proposed Cllr Carr **Seconded** Cllr Turner
6. **Review of Councillor Dedicated Responsibilities** – The following Councillors were appointed to lead on dedicated responsibilities:
Planning – Cllr Howard
Highways, Footpaths & Environment – Cllr Stamp
Snow Warden – Cllr Carr
Attendance and Reporting on TALC meetings – Cllr Parrott
Overview of Finances – Cllr Barwell
7. **Review and re Adoption of Governance Documents** (circulated) The Clerk stated that she had reviewed all the documents and that she recommended that they are adopted for the forthcoming year. The following documents were discussed:
Standing Orders
Code of Conduct
Statement of Internal Control
Financial Regulations
Publication Scheme
Document Retention Policy
Filming and Recording of Council Meetings
Complaints Policy
Risk Register

The Asset Register was agreed as accurate and it was resolved to adopt all documents without amendment.
Proposed Cllr Howard **Seconded** Cllr Parrott **All Agreed**
6. **General Dispensation for Councillors** - The Clerk informed Councillors that she had put in place a general dispensation for Members and Co-opted members of the Parish Council in respect of any allowance, travelling expense, payment or indemnity

and for setting the Council Tax or Precept. This will mean that separate dispensations will not be needed for these matters and the dispensation will remain in place for the 4-year term of Office.

- 7. Chairman's Remarks** – The Chairman thanked the team of councillors for their support and for returning him to the Office of Chairman. He welcomed TDC Cllr Swain and thanked the public for their support.

Close – The meeting closed at 7.50pm

_____Chairman

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