

## MINUTES OF THE COLLINGHAM PARISH COUNCIL ANNUAL MEETING held at 7.30 pm on 21 MAY 2015 in the YOUTH & COMMUNITY CENTRE, LOW STREET, COLLINGHAM

**Present:** Mr C Allen Mr J Barrie Mr S Dove Mr M Davies  
Mr R Hatton Mr L Marshall Mr T Musson Mrs M Parkin Mrs R Scott  
Mrs V Wright Cllr D Clarke Cllr M Dobson (Part) Caron Ballantyne (Clerk)

### 1. Declaration of Acceptance of Office for all Councillors

- Following recent elections, all members having been duly elected signed the Declaration of Acceptance or had signed prior to the meeting.

### 2. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office.

- Mrs R Scott to be elected as Chair proposed by Mrs V Wright, seconded by Mrs M Parkin and supported unanimously. Mrs R Scott would be happy to stand again if the Standing Order 3f Chair to be in office for 3 years to be suspended for 1 year, seconded by Mrs V Wright and supported unanimously.

### 3. Election of Officers:

- Nominations for the office of Vice-Chair – on the proviso that Standing Order 3g be suspended so that second Vice Chair could be considered and appointed later. Nominated Mr C Allen, 2<sup>nd</sup> vice chair to be reviewed in December, proposed by Mrs R Scott, seconded by Mrs V Wright and supported unanimously.
- Nominations for the office of Chair of the Finance Committee – Mr T Musson nominated, proposed by Mrs V Wright, seconded by Mr C Allen and agreed unanimously.
- Nominations for the office of Chair of the Planning Committee – Mrs M Parkin nominated, proposed by Mrs V Wright, seconded by Mrs R Scott and agreed unanimously.

### 4. Apologies for absence:

All present, Cllr Mrs M Dobson to join the meeting later

### 5. Declarations of Interest:

There were no declarations of prejudicial interest for items on the agenda.

Personal Items of Interest:

Members listed voluntary groups with which they were involved and this was noted.

Mrs M Parkin declared a personal interest in item 19 as she was a member of the executive committee of NALC

### 6. Receive the Minutes of the Previous Annual Parish Council Meeting

Minutes of the Annual Meeting held on 22 May 2014 were approved on 26 June 2014.  
- Noted

### 7. Approval of the Minutes of the Parish Council Meeting 23 April 2015

Minutes of the Parish Council meeting having been circulated previously were agreed Proposed by Mrs R Scott, seconded by Mrs M Parkin and agreed unanimously by those present.

### 8. Receipt of the last minutes of Committees:

- Emergency Committee on 28 April 2015 - noted

- **Park Committee on 26 April 2015** - noted

**9. Approve and Adopt the Standing Orders of Collingham Parish Council:**

Adoption of all the proposed changes, previously circulated, were proposed by Mrs M Parkin, seconded by Mrs V Wright and approved unanimously, subject to the suspension of 3f and 3g above.

**10. Approve and Adopt the Financial Regulations of Collingham Parish Council:**

Adoption of the revised Finance Regulations were proposed by Mrs R Scott, seconded by Mrs V Wright and supported unanimously. Adoption of the new Tender and Contract Documents attached to the financial regulations were proposed by Mr C Allen, seconded by Mrs M Parkin and supported unanimously.

**11. Review Existing Signatories and Recommend Changes as required and the Financial Risk Register, including change of Current Account to Unity Trust**

Changes to signatories – Natwest Accounts add Mr T Musson as Chair of Finance Risk Register – This was reviewed and the risk of internet banking fraud occurring was discussed and having too many accounts with one provider.

Change of Current Bank Account, including internet banking to Unity Trust – proposed by Mr T Musson, seconded by Mrs V Wright and supported unanimously.

Risk Register to be reviewed quarterly.

The exact wording of the current insurance for fraud would be circulated to members.

**12. Appoint an Internal Auditor:**

Proposed by Mrs R Scott, seconded by Mrs M Parkin, to re-appoint Mr. Mike Elliot as Internal Auditor for Collingham Parish Council was agreed unanimously.

**13. To Review Committee Structures, Appoint Members and Agree Terms of Reference:**

Community Park	Cllrs Allen, Marshall, Scott Co-opted members - S Hatton, D Maxwell, G French – check co-opted members wish to continue
Emergency Committee	Cllrs Allen, Davies, Hatton, Parkin, Scott Co-opted from Collingham Fire Crew – S Herbert, A Hindmarsh, T Sheldon, M Copleston – check M Copleston wishes to continue all other co-opted members have confirmed prior to meeting
Speedwatch	Cllrs Allen, Davies, Hatton, Marshall
Lighting	All Councillors
Footpaths and Countryside	All Parishioners to report to Clerk or Cllr Barrie
Cemetery	Cllrs Wright, Parkin, Dove
Flag and Flagpole	Co-opted T Ozbourne, Scouts/Guides to be asked provide support if required
Archives	Cllrs Parkin and Clerk
Noticeboard Monitoring	All Parish Councillors and Parish Clerk

Terms of reference for the Collingham Play Park Committee and the Parish Emergency Committee and other committees were agreed

**14. Appoint Representatives on the under-mentioned Bodies as required:**

## Formal Roles:

- Twinning Association – This no longer is operating, the treasurer would like to close the bank account and transfer funds to Parish Council account and dissolve the committee. Mrs R Scott to contact previous members of the committee. Twinning arrangements with Villeneuve-sur-Yonne are perpetual.
- Collingham Youth and Community Association – Building owned by Parish Council on a perpetual lease – Mrs R Scott, Mr C Allen, Mrs V Wright
- Newark Municipal Trust – Mrs M Parkin
- The Fleet Committee – Mr M Davies, vacancy
- Memorial Hall Committee – Mr J Barrie, vacancy
- Lafarge Tarmac Liaison Committee:
  - (i) Besthorpe – Mrs V Wright & Mr M Davies
  - (ii) Langford Lowfields – Mr T Musson & Mr C Allen
- Tenants and Residents Association – Mrs V Wright as Chair to report back, vacancy
- Collingham Website – Parish Clerk & Mr T Musson
- Safer Neighbourhood Group – All Parish Councillors

## Informal Roles

- Business Club – Mr L Marshall
- Collingham and District Gardening Association – Mrs R Scott & Mr T Musson
- Collingham and District History Society – Mrs R Scott
- Collingham Womens Institute – Clerk and Mrs M Parkin
- Sports Clubs and Associations including:
  - Football Club – Mr S Dove
  - Cricket Club – Mr S Dove
  - Tennis Club – Mr R Hatton
  - Croquet Club - vacancy
  - Bowls Club – Mr S Dove
- Baby and Toddler Group – Mr L Marshall
- Collingham Pre-School – Mr L Marshall
- John Blow School – Mr R Hatton
- Scouts, Guides and Phoenix Centre – Mrs R Scott
- Royal British Legion Mrs M Parkin
- Community Orchard - Clerk
- Good Companions – Mrs M Parkin
- Allotments - Mr T Musson
- Friends of Collingham Station - Mrs R Scott
- Collingham Singers - vacancy
- William Bailey Social Club – Mrs V Wright
- Collingham Agricultural Show – Mr T Musson
- Young Farmers - vacancy
- Churches Together - vacancy
- Ramblers – Mrs R Scott
- Men in Sheds – Mr J Barrie
- Village Care – Mr M Davies
- Collingham Rural Advice Centre – Mrs M Parkin
- U3A – Mrs R Scott

All vacancies to be reviewed on a regular basis to fill roles

**15. Appoint Members to serve on the Staffing Panel:**

Proposed that Cllr C Allen would continue and be joined by Cllr T Musson on the staffing panel.

**16. To Review the Asset Register and Parish Council Insurance Policy:**

- i. Councillors agreed the asset register dated May 2015, insurance value to be added and brought to future meeting for approval.
- ii. Insurance to be confirmed at the September Parish Council meeting when due for renewal

**17. Review of contract with NCC for grass cutting within village cordon** – check that all areas are on the list and speak to NCC about the grant. New streets and developments have been added and the contract value has never increased. Clerk to provide new list to NCC.**18. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future** – The Parish Council fulfil the requirement that there has been an election and the Clerk will commence the training required.**19. Review of the councils subscriptions to other bodies:**

- NALC – National Association of Local Councils
- SLCC – Society of Local Council Clerks
- ICO – Information Commissioners Officer (mandatory)
- RCAN – Rural Communities Action Nottinghamshire
- UKnetweb – Website Domain Name
- Fasthosts – Email Hosting, agreed to review at the next meeting

**20. Review of the councils complaints procedure:**

Draft circulated prior to the meeting was proposed by Mrs R Scott, seconded by Mrs V Wright and agreed unanimously.

**21. Review the Document Publication List:**

Noted

**22. To Appoint Members to monitor emails and provide holiday cover for Clerk**

All to be aware and cover as necessary, this to be put on the Agenda in July.

**23. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of full Council**

All dates to May 2016 agreed

The meeting closed at 21.15 pm

No members of the public present

No members of the press present