

ANNUAL GENERAL MEETING of the FULL COUNCIL

Minutes of the **Annual General Meeting of Stirchley and Brookside Parish Council** held on:-
Tuesday 22nd May 2018 at the **Sambrook Centre** at **7:00pm**

Present: Councillors: T Bate, R Breeze, ARH England, J Loveridge, Mrs J Loveridge, S Parr, M Randle, G Sinclair, C Turley, A Watkin and S Vaughan-Hodkinson (from minute FC/18/08 onwards, following co-option onto the Council).

Also Present: Mrs G Bailey (Parish Clerk/RFO), Mrs S Middleton (Deputy Clerk/Community & Facilities Manager) and Mr C Corbett (Committee & Finance Secretary – taking the minutes)

Public Open Session

There were 5 members of the general public present – no comments were expressed.

- FC/18/01** **ELECTION OF A CHAIR**
It was proposed by Cllr M Randle, and seconded by Cllr T Bate, and subsequently unanimously **RESOLVED – that Cllr Mrs J Loveridge be elected to the position of Chair of the Parish Council for 2017/18.**
- FC/18/02** **ACCEPTANCE OF OFFICE**
The Chair's Declaration of Acceptance of Office was duly signed and dated, and witnessed by the Parish Clerk.
- FC/18/03** **ELECTION OF A VICE-CHAIR**
It was proposed by Cllr J Loveridge, and seconded by Cllr G Sinclair, and subsequently unanimously **RESOLVED – that Cllr M Randle be elected to the position of Vice-Chair of the Parish Council for 2017/18.**
The Vice-Chair's Declaration of Acceptance of Office was duly signed and dated, and witnessed by the Parish Clerk.
- FC/18/04** **APOLOGIES AND DECLARATIONS OF INTEREST**
Apologies were received from Cllr S Roberts (overseas work commitment) Cllr C Turley (personal matter)

Cllrs J Loveridge and Cllr Mrs J Loveridge declared their pecuniary interest in Agenda Item FC/17/13b Chair's Allowance – and declared that they would leave the meeting room during its consideration.
- FC/18/05** **MINUTES**

RESOLVED – that the minutes of the last meeting of the Council held on 27th March 2018 be approved as a true record and signed by the Chair.
- FC/18/06** **MATTERS ARISING**
None

FC/18/07

CO-OPTION OF A PARISH COUNCILLOR

The Council considered applications for the vacant post of Parish Councillor for the Brookside Ward of the Parish of Stirchley & Brookside. There were two applications for the position of Parish Councillor from:- Sophia Vaughan-Hodkinson and Phillis Worbley.

Both Candidates gave a short statement as to why they wished to be a Parish Councillor and following a vote by secret ballot, the Chair stated that it was **RESOLVED that by six votes to three, that Sophia Vaughan-Hodkinson be co-opted to the vacancy of Parish Councillor of the Brookside Ward of Stirchley & Brookside Parish Council.**

The Parish Clerk asked Sophia Vaughan-Hodkinson to sign the Declaration of Acceptance of Office and invited her to remain and partake in the remainder of the meeting.

FC/17/08

PARISH CLERK'S REPORT

The Parish Clerk presented a report on current matters pertaining to the Parish Council. It highlighted the implications of the General Data Protection Regulations, suggested amendment to Standing Orders, the outstanding items of refurbishment works to the Sambrook Centre, the Telford 50 Grant and a list of upcoming events in the Parish.

In addition, the Deputy Clerk informed the Council that as from next Wednesday there would be a Police Surgery held at the Sambrook Centre every month on the 1st Wednesday from 12noon until 1pm.

FC/17/09

MONTHLY FINANCIAL REPORTS

The monthly receipts and payments report and the monthly investment report, together with the monthly payroll report were presented to the Council for approval. In addition a revision to the cheque signatories and a Direct Debit arrangement were also sought.

It was proposed by Cllr R Breeze and seconded by Cllr T Bate and subsequently unanimously **RESOLVED that the Monthly Receipts and Payments report, as presented to the Council, be approved.**

It was proposed by Cllr J Loveridge and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Monthly Investment report, as presented to the Council, be approved.**

It was proposed by Cllr S Parr and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that the Monthly Payroll report, as presented to the Council, be approved.**

It was proposed by Cllr A England and seconded by Cllr S Parr and subsequently unanimously **RESOLVED that Cllrs Mrs Jackie Loveridge, Trevor Bate, Chris Turley and Greg Sinclair be approved as "Cheque Signatories" for the Parish Council**

It was proposed by Cllr S Parr and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that a Direct Debit arrangement of an annual fee of £35, to the Information Commissioners Office, be approved.**

FC/18/10

REVIEW OF STANDING ORDERS

The Parish Clerk presented an amended and updated set of Standing Orders for the Parish Council for approval.

It was proposed by Cllr A England and seconded by Cllr G Sinclair and subsequently unanimously **RESOLVED that the revised set of Standing Orders, as presented to the Council, be approved.**

FC/18/11 **SALC/NALC MEMBERSHIP**

Members were requested to agree payment for Membership of SALC/NALC at a cost of £1,715.86. It was proposed by Cllr T Bate and seconded by Cllr G Sinclair and subsequently unanimously **RESOLVED that the Membership of SALC/NALC, at an annual cost of £1,715.86, be approved.**

FC/18/12 **SUBSCRIPTIONS**

The Council considered payment of the following annual subscriptions:-Society of Local Council Clerks, £235.00 for Deputy Clerk, and Local Council Review (NALC 4 issues - £17.00 x 5 = £85.00.

It was proposed by Cllr R Breeze and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that the SLCC membership for the Deputy Clerk and, the Local Council Review (NALC 4 issues - £17 x5 = £85, be approved.**

FC/18/13 **BASIC ALLOWANCES**

The Council was requested to approve the payment of Parish Basic Allowance of £ 500.00p.a. to eligible Parish Councillors for 2018-19.

It was proposed by Cllr ARH England and seconded by Cllr T Bate and subsequently **RESOLVED that the Parish Basic Allowance of £500 p.a. for eligible Parish Councillors be approved.**

Cllrs A Watkin and S Parr abstained from voting.

Cllrs J Loveridge and Mrs J Loveridge, having previously declared their interest, left the meeting room during consideration and determination of the following agenda item pertaining to the Chair's Allowance.

The Vice Chair, Cllr M Randle, took the Chair for the following agenda item.

The Council was requested to approve payment of the Chair's Allowance of £1,000 p.a. for 2018-2019.

It was proposed by Cllr A England and seconded by Cllr R Breeze and subsequently **RESOLVED that the Chair's Allowance of £1,000 p.a. for 2018/19 be approved.**

Cllrs A Watkin and S Parr abstained from voting.

Cllrs J Loveridge and Mrs J Loveridge returned to the meeting.

FC/18/15 **MEMBERSHIP OF STANDING COMMITTEES ETC**

The Council undertook to elect its committee membership for 2018/19.

It was proposed by Cllr ARH England and seconded by Cllr J Loveridge and subsequently unanimously **RESOLVED that the Committee Membership positions for 2018/19, as noted below, be approved.**

Policy and Resources Committee (9 members) comprising Cllrs R Breeze, ARH England, J Loveridge, S Parr, M Randle, S Roberts, C Turley S Vaughan-Hodkinson and A Watkin.

Community and Environment Committee (8 members) comprising Cllrs T Bate, R Breeze, J Loveridge, S Parr, M Randle, G Sinclair, and A Watkin – with 1 vacancy.

Emergency Committee (4 members) comprising the Chairs of the Council, the Policy & Resources Committee, the Community & Environment Committee and the Vice-Chair of the Council.

Audit Sub Committee (3 members – plus substitute) comprising Cllrs S Parr, C Turley and A Watkin, plus Cllr J Loveridge as Substitute Member in the absence of another Member.

The Chair of the Council holds an Ex-Officio position on all Committees (Standing Order 4e)

FC/18/15 **OUTSIDE BODIES**

Members were requested to appoint representatives to outside bodies for 2018/19.

It was proposed by Cllr ARH England and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the representatives to the following Outside bodies for 2018/19 be approved :-**
Telford & Wrekin Parishes Forum (1 rep) – Cllr G Sinclair
Tree Warden – Cllr G Sinclair
Any resulting SALC appointments (Wrekin Area Committee) – Cllr S Parr.

FC/18/16 **SCHEDULE OF MEETINGS 2018/19**

The Council was requested to consider dates for meetings 2018-19 and a schedule of suggested meeting dates was presented.

It was proposed by Cllr S Parr and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Meetings Schedule 2018/19, as presented to the Council, be approved.**

FC/18/17 **COUNCILLOR'S REPORTS**

The meeting received any reports from councillors on current matters in the parish.

- a. Cllr R Breeze – Parking congestion on emergency vehicle routes into/from Town Park events. The Chair asked Cllr Breeze to list the issues and inform her and fellow T&W Cllr England, who would pursue the matter with the Borough Council.
- b. Cllr G Sinclair – reported upon youths racing motor bikes on the “Top Car Park” at Holmer Lake – The Chair advised Cllr Sinclair to inform his local T&W Borough Councillor who may be able to use Environmental Funds to help with a solution to the issues.
- c. Cllr S Parr reported upon the use of Quad-Bikes by youths whist small children used the Stirchley Playing Fields. The matter had been reported to police but received limited response. The Clerk stated that a new Police Sergeant had been allocated to the local team and hoped to invite him to a meeting to discuss the issues.

Chair

Date.....