**Hart Parish Council**

**Minutes of Annual Parish Meeting held at 7.00 pm on Monday 17 May 2018**

**at Hart Village Hall**

**Present:** Cllrs. J. Quarmby, J. Littlefair (Chair), K. Brown, F. Lancaster, T. Britcliffe

**In Attendance:** M. West, Clerk

1. Cllr Littlefair welcomed everyone to the meeting.
2. **Declarations of Interest**: None
3. **Apologies:** Ward Cllr P. Beck, Cllrs Geddes & Park – accepted

The Clerk took the chair for the elections.

1. **Election of Chairman**: Nominations had been received for John Littlefair, Keith Park and Tom Britcliffe. Cllr Britcliffe declined to accept nomination, therefore the other two candidates were put to the vote. Cllr Park received 2 votes, Cllr Littlefair 2 votes plus his own, making three votes, therefore Cllr Littlefair was deemed to be elected. Cllr Littlefair signed the Declaration of Acceptance of Office.
2. **Election of Vice-Chair:** Nominations had been received for Keith Park and Tom Britcliffe. Cllr Brown was asked if he wished to stand but declined. The two candidates were put to the vote. Cllr Britcliffe received 4 votes, Cllr Park 1, therefore Cllr Britcliffe was deemed elected as Vice- Chairman. Cllr Britcliffe signed the Declaration of Acceptance of Office.
3. **Terms of Reference: Personnel Sub-Committee** – the Clerk explained the rationale for the sub-committee – to take responsibility for support and appraisal of the Clerk and to deal with any complaints made about either the Clerk of a Parish Councillor. It was unanimously **agreed** that such a standing sub-committee be formed, meeting at least once every year. The Clerk had previously circulated Terms of Reference which were unanimously approved. Under the Terms of Reference, the Vice-Chairman would Chair the Personnel sub-committee; Cllrs Brown and Quarmby offered to serve on this sub-committee also. **Agreed.**

**Maintenance Group:** The Clerk explained the rationale for this group and the Terms of Reference. Both were accepted without demur. Cllr Park was proposed as Chairman of the Maintenance Group, with Cllrs Littlefair and Britcliffe as members, with the Group meeting at least once a month to walk the village in order to identify any issues or maintenance required. This was unanimously **agreed**.

1. **Banking Arrangements:** It was agreed to continue banking with NatWest and for all Councillors to be cheque signatories.
2. **Assets Register:** The Clerk presented the updated Assets Register, which included the addition of the new laptop and printer and deletion of the old laptop. This was unanimously **agreed.**
3. **Risk Register:** The Clerk presented the updated Risk Register. The Chare Wall had been added as a potential risk. Risk Register **approved.**
4. **Insurance:** As had been noted earlier in the year, the Council’s former insurers were no longer providing insurance to Parish Councils, and had passed on their business to BHIB Ltd. Before making a decision, Councillors were asked to consider the terms of the agreement especially in relation to fireworks displays. After a brief discussion it was **agreed** to accept the BHIB policy. The annual premium of £361.66 was also **agreed**.
5. **Annual Statement of Governance and Accountability:** The Annual Statement was **agreed** in full and signed by the Chairman, witnessed by the Clerk. The Clerk was **confirmed** as Responsible Financial Officer for the following year.
6. **Appointment of Internal Auditor:** Mr. Andrew Dixon had undertaken this role for several years and it was agreed had done an excellent job. It was therefore **agreed** to appoint Mr. Dixon to undertake the Internal Audit for 2018/19.

The meeting closed at 7.34 pm.