



WILLAND PARISH COUNCIL

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MINUTES OF THE ANNUAL GENERAL MEETING OF WILLAND PARISH COUNCIL HELD ON THURSDAY 10 MAY 2018 AT WILLAND VILLAGE HALL COMMENCING AT 19.03.

Present: Councillor Bartlett, Councillor Glover, Councillor Grantham, Councillor Mander, Councillor Manktelow, Councillor Phare, Councillor Scott, Councillor Sellick, Councillor Tobin, Councillor Warren, Councillor Wilcox.

In attendance: Clerk K Taylor, MDDC Councillor Chesterton, MDDC Councillor Doe, (part) MDDC Councillor Evans(part)

1. **Apologies:** DCC Councillor Radford. Councillor Doe and Councillor Evans had a meeting at MDDC and would join the meeting later.

2. Election of Chairman

Councillor Wilcox proposed Councillor Warren, Councillor Warren accepted the nomination, seconded by Councillor Bartlett and unanimously agreed. Councillor Warren duly elected. Councillor Warren took the chair and thanked the Councillors for their confidence in him.

a) Councillor Warren confirmed that he would sign the acceptance of office form.

3. Election of Vice Chairman

Councillor Grantham proposed Councillor Phare, Councillor Phare accepted the nomination, seconded Councillor Tobin, unanimously agreed. Councillor Phare duly elected.

4. The Minutes of the Annual General Meeting 11 May 2017 had been previously circulated. Councillor Phare proposed that they be signed as a true record Councillor Grantham seconded the proposal and it was unanimously agreed

19.15 MDDC Councillors Doe and Evans joined the meeting

5. Review and Adoption of:

a) Standing Orders. The Clerk informed the members that NALC had updated the Standing Orders template on which the Parish Council had based the current Standing Orders. Councillor Warren proposed that the Parish Council adopt the current standing orders with the proviso that the Clerk review the changes and bring any amendments to the June Finance & Administration meeting. Councillor Wilcox seconded the proposal and it was unanimously agreed.

ACTION: Clerk

b) Councillor Warren proposed that the Parish Council adopt the current Financial Regulations for the following year. Councillor Tobin seconded the proposal and it was unanimously agreed.

c) Councillor Warren proposed that the Parish Council adopt the Code of Conduct as amended in March 2018, Councillor Phare seconded the proposal and it was unanimously agreed.

6. Formation of Committees

a) Planning, Lighting & Transportation Committee meetings twice monthly on the second and fourth Thursdays.

b) Environment Committee meeting monthly on the fourth Thursday

c) Finance & Administration Committee meeting quarterly on the third Thursday

It was agreed that all Councillors would remain on the committees and endeavour to attend as many meetings as they could.

7. Election of Willand United Charities representative

Councillor Mander had previously held this position and explained that it involved attending two meetings in the year, November and March and responding to requests for financial support to individuals and groups from a very small fund. He took the opportunity to inform the Parish Council that he intended to retire as a Parish Councillor from September 2018 and would not therefore be able to take up this position for the coming year.

Councillor Warren thanked Councillor Mander for his 16 years of service as a Parish Councillor and said how much his contribution would be missed, thanking him for giving notice in order for the Clerk to be able to make arrangements for the necessary actions. **ACTION:** Clerk

Following discussion Councillor Warren proposed that Councillor Tobin become the Willand United Charities representative, Councillor Tobin agreed, Councillor Bartlett seconded the proposal and it was unanimously agreed. Clerk to notify charity of change. **ACTION:** Clerk

8. Election of Village Hall Committee representative

It was noted that this position meant the Councillor would also be a trustee of the Village Hall Charity and would need to declare an interest if the Village Hall became an agenda item. Councillor Grantham indicated he would be willing to continue in this role, Councillor Warren proposed that he be elected. Councillor Phare seconded the proposal and it was unanimously agreed.

9. Appointment of Councillor to take an overview on Data Protection Regulations.

Councillor Warren proposed that Councillor Manktelow continue to work with the Clerk on data protection issues. Councillor Manktelow agreed to take the post. Councillor Bartlett seconded the proposal and it was unanimously agreed.

Councillor Warren formally closed the AGM at 19.21.