

## ELWICK PARISH COUNCIL

### Minutes of Annual Meeting held at 7.00pm on Thursday 30<sup>th</sup> May 2019 at Elwick WI Hall

**Present:** Cllrs. P. Hutchinson, H. Thompson, D. Atkins, E. Hurst, B. Irving, R. Musgrave, R. Thompson

**In Attendance:** Ward Cllrs. B. Loynes, C. Stokell, and M. Young; M. West, Clerk

Outgoing Chairman P. Hutchinson welcomed new Ward Councillor Cameron Stokell and thanked everyone for their support during his Chairmanship explaining that he did not wish to stand again.

1. **Election of Chairman:** Cllr Hilary Thomson was nominated by Cllr Atkins, seconded by Cllr Hurst. No other nominations were made and it was **RESOLVED** to appoint Cllr H. Thomson as Chairman.  
Cllr H. Thompson signed the Declaration of Acceptance of Office of Chairman and took the Chair. She thanked Cllr Hutchinson for all he had done for the parish during his tenure as Chairman.
2. **Election of Vice-Chairman:** Cllr Atkins was nominated by Cllr Musgrave, seconded by Cllr Hutchinson. No other nominations being received, it was **RESOLVED** to appoint Cllr Atkins as Vice-Chairman.  
Cllr Atkins signed the Declaration of Acceptance of Office of Vice-Chairman.
3. **Declarations of Interest:** None made in relation to the agenda items. The annual Declaration of Interest Forms would be circulated by the Clerk ASAP.
4. **Apologies for Absence:** None.
5. **Appointment of Sub-Committees:**
  - (a) **Social Activities Committee:** Cllrs Hurst, Irving, Musgrave and R. Thompson, with Cllr H. Thompson attending ex-officio in her capacity as PC Chairman.
  - (b) **Village Maintenance Committee:** Cllrs Hutchinson, Irving and Musgrave.
  - (c) **Personnel Committee:** Cllr Atkins would chair this, other members to be agreed at next meeting.
6. **Banking arrangements:** It was **RESOLVED** that Unity Trust remain as the Parish Council's bank and that all Councillors remain as cheque signatories.
7. **Asset Register as at 31<sup>st</sup> March 2019:** The Clerk presented the Asset Register, which had been updated with the equipment purchased and gifted to the PC over the last year. Cllr Atkins noted that the Millstone had been omitted, for which the Clerk apologised. The Register was amended to include this and it was then **RESOLVED** to accept the amended Asset Register. Cllrs Musgrave and R. Thompson asked whether the 10 laptops needed to be retained by the Parish Council, or whether they could be sold or donated to another village organisation. No decision was made on this.
8. **Risk Register as at 1<sup>st</sup> April 2019:** The Clerk presented the updated Risk Register. The changes were noted and it was **RESOLVED** to accept the Risk Register as tabled.
9. **Insurance Cover:** It was **RESOLVED** to retain Zurich Municipal as the insurer for the parish Council to 31<sup>st</sup> May 2020. The Clerk informed that the insurance quote did not as yet include all the play equipment, and that the insurer now required not only the current replacement cost of every item but also its installation cost. It was therefore **RESOLVED** to pay the premium quoted of £336.60 in the interim, whilst the full cost of replacement of

equipment could be ascertained. **Action:** Clerk to ascertain costs of replacing and installing equipment and forward these to Zurich.

- 10. Annual Governance Statement:** The questions on the Annual Governance Statement were read out by the Clerk and Councillors responded. All responses were in the affirmative and the Clerk noted each in turn on the official form which forms part of the Annual Governance and Audit Statement for 2018-2019. Councillors **RESOLVED** that the Clerk should also be the Responsible Financial Officer (RFO) for 2019-2020.
- 11. Internal Auditor:** It was **RESOLVED** that Mr. P. Olsen be appointed as Internal Auditor for 2019-20 at a fee of £65.00.

*Meeting closed at 7.20pm*