



WOOTTON PARISH COUNCIL

3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](http://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 28th May 2014 at 7.35pm in the Memorial Hall, Bedford Road, Wootton.

Present	Cllrs Bennett, Bygraves, Chalmers, Dillistone, Doggrell, Hall, Lloyd, Price and Wheeler. In Attendance: Sue Playford (Clerk).			
Absent	None.			
Agenda no	Agenda item title	Resolution	Action	Power
ACM14/01	Election of Chairman.	The Clerk had received one nomination ahead of the meeting for Cllr Lloyd. Resolved that Cllr Lloyd be appointed Chairman for the ensuing municipal year. Proposed: Cllr Hall. Seconded: Cllr Wheeler. Resolved by all present.		Local Government Act 1972, s15.
ACM14/02	Signing of Declaration of Acceptance of Office by Chairman.	Cllr Lloyd signed the Declaration of Acceptance of Office, witnessed by the Clerk.	Clerk to keep on file.	Local Government Act 1972, s15.
ACM14/03	Apologies for absence. Cllrs Groves, Quirk and Wallace.			Local Government Act 1972, Sch12 p40.
ACM14/04	Disclosure of local and/or disclosable pecuniary interests. None.			Local Government Act 1972, s117.
ACM14/05	Election of Vice-Chairman.	The Clerk had received one nomination ahead of the meeting for Cllr Chalmers. Resolved that Cllr Chalmers		Local Government Act 1972, s15.

		be appointed Vice-Chairman for the ensuing municipal year. Proposed: Cllr Wheeler. Seconded: Cllr Doggrell. Resolved by all present.		
ACM14/06	To approve terms of reference for the following committees: • Allotments: • Complaints: • Finance & General Purposes: • Fun Day: • Leisure & Amenities: • Neighbourhood Plan: • Planning & Environment: • Recreation Ground:	Resolved that: • Allotments, Fun Day and Recreation Ground committees remain working groups; • Complaints, Finance & General Purposes and Leisure & Amenities remain advisory committees, but that Finance & General Purposes have executive powers in relation to payment approval only; • Neighbourhood Plan remain a steering group; • Planning & Environment remain an executive committee. Proposed: Cllr Price. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Standing Orders.
ACM14/07	Election of Members to the following committees: • Allotments; • Complaints; • Finance & General Purposes; • Fun Day; • Leisure & Amenities; • Neighbourhood Plan; • Planning & Environment; • Recreation Ground. 2014-05-28_Committee members 2014-1	Resolved that members be elected as per the attached table (App 1). Proposed: Cllr Dillistone. Seconded: Cllr Bennett. Resolved by all present. Resolved that Cllr Wheeler be appointed Chairman of the Complaints committee. Proposed: Cllr Chalmers. Seconded: Cllr Bennett. Resolved by all present.	Clerk to add to website, and keep on file.	Standing Orders.

ACM14/08	Election of representatives to outside bodies: - Charities: Robert Edward Lunniss Charity; Wootton Church & Poor's Land Charity; Wootton Poor's Land Charity; - Memorial Hall Committee; - Village Hall Committee.  2014-05-28_Outside Bodies representati	Resolved that members be elected as per the attached table (App 2). Proposed: Cllr Wheeler. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to inform all bodies.	Local Government Act 1972, s111.
ACM14/09	To review Standing Orders.	Resolved to adopt without amendment. Proposed: Cllr Price. Seconded: Cllr Hall. Resolved by all present.	Clerk to add to website.	Local Government Act 1972, s111.
ACM14/10	To review Financial Regulations.	Resolved to adopt without amendment. Proposed: Cllr Hall. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to add to website.	Local Government Act 1972, s111.
ACM14/11	To review Code of Conduct.	Resolved to adopt without amendment. Proposed: Cllr Hall. Seconded: Cllr Dillistone. Resolved by all present.	Clerk to add to website.	Local Government Act 1972, s111.
ACM14/12	To review Complaints Code of Practice.	Resolved to adopt without amendment. Proposed: Cllr Hall. Seconded: Cllr Price. Resolved by all present.	Clerk to add to website.	Local Government Act 1972, s111.
ACM14/13	To review Information available under the Model Publication Scheme.	Resolved to adopt without amendment. Proposed: Cllr Doggrell. Seconded: Cllr Bennett. Resolved by all present.	Clerk to add to website.	Local Government Act 1972, s111.
ACM14/14	To review Grants policy.	Resolved to adopt without amendment. Proposed: Cllr Hall. Seconded: Cllr Doggrell.	Clerk to add to website.	Local Government Act 1972, s111.

		Resolved by all present.		
ACM14/15	To review CCTV Code of Practice.	Resolved to adopt without amendment. Proposed: Cllr Chalmers. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to add to website.	Local Government Rating Act 1997.
ACM14/16	To review and adopt an Equal Opportunities policy.	Resolved to adopt without amendment. Proposed: Cllr Bennett. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to add to website.	Local Government Act 1972, s111.
ACM14/17	To consider the adoption of an Investment Strategy and policy.	Resolved not to adopt an Investment Strategy or policy, but review in 12 months time. Proposed: Cllr Dillistone. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Financial Regulations.
ACM14/18	To agree affiliation fees for 2014-15.	Resolved to accept. Proposed: Cllr Hall. Seconded: Cllr Dillistone. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, 143.
ACM14/19	To review the attached list of regular payments, including those paid by variable Direct Debit or Standing Order.	Resolved to accept. Proposed: Cllr Hall. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Financial Regulations.
ACM14/20	To approve the existing signature arrangements, with regard to all bank accounts.	Resolved to continue with the existing arrangements. Proposed: Cllr Price. Seconded: Cllr Dillistone. Resolved by all present.	Clerk to keep on file.	Financial Regulations.
ACM14/21	To approve the continuing use of Viking Direct, as suppliers of stationery.	Resolved to continue the arrangement. Proposed: Cllr Bygraves. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s111.
ACM14/22	To appoint two members to undertake the quarterly Internal Best Practice Review.	Resolved to appoint Cllrs Bennett and Groves. Proposed: Cllr Dillistone. Seconded: Cllr Wheeler.	Clerk to keep on file.	Financial Regulations.

		Resolved by all present.		
ACM14/23	To appoint an internal auditor for 2014-15.	Resolved to appoint Gill Wiggs. Proposed: Cllr Hall. Seconded: Cllr Bennett. Resolved by all present.	Clerk to inform Internal Auditor.	Accounts and Audit (England) Regulations 2011, s6.
ACM14/24	To review the Asset Register for 2014-15.	Resolved to adopt without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Bennett. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s111.
ACM14/25	To confirm dates of meetings for 2014-15.	Resolved to adopt without amendment. Proposed: Cllr Dillistone. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s111.

Meeting closed at 8.01pm.

Chairman.....

Date.....