



WOOTTON PARISH COUNCIL

3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



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Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 20th May 2015 at 7.34pm in The Hub, Wootton New Life Methodist Church, Cause End Road, Wootton.

Present	Cllrs P. Bennett, Brady, Bygraves, Chalmers, Hall, Lloyd, Price, Quirk and Wheeler. In Attendance: Sue Playford (Clerk).			
Absent	None.			
Agenda no	Agenda item title	Resolution	Action	Power
ACM15/01	Election of Chairman.	The clerk received one nomination ahead of the meeting for Cllr Lloyd. Resolved that Cllr Lloyd be appointed chairman for the ensuing municipal year. Proposed: Cllr Brady. Seconded: Cllr Chalmers. Resolved by all present.	N/A.	Local Government Act 1972, s15 (1).
ACM15/02	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, s83 (4).
ACM15/03	Signing of Declaration of Acceptance of Office by all other councillors.	All forms were signed before, or at this meeting.	Clerk to keep on file.	Local Government Act 1972, s83 (4).
Open Forum	There were no members of the press or public present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(2) & Local Government Act 1972, s100.
ACM15/04	Apologies for absence. Cllrs C. Bennett, Doggrell, Groves and Wallace.			Local Government Act 1972, s85 (1) & Sch 12 p40.

ACM15/05	Disclosure of local and/or disclosable pecuniary interests. Please refer to Wootton Parish Council's Code of Conduct: Click here.	None.		Localism Act 2011, s31.
ACM15/06	Election of Vice-Chairman.	The clerk received one nomination ahead of the meeting for Cllr Chalmers. Resolved that Cllr Chalmers be appointed vice-chairman for the ensuing municipal year. Proposed: Cllr Lloyd. Seconded: Cllr Brady. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s15 (6).
ACM15/07	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 to approve without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to update website and keep on file.	Standing Orders.
ACM15/08	Election of Members to the following committees: • Allotments; • Complaints: to include election of chairman; • Finance & General Purposes: (Election of chairman will be made at the next committee meeting); • Fun Day; • Leisure & Amenities: (Election of chairman will be made at the next committee meeting); • Neighbourhood Plan; • Planning & Environment: (Election of chairman will be made at the next committee meeting); • Recreation Ground.	Resolved to accept Appendix 1 with the addition of Cllr P. Bennett to Leisure & Amenities and Planning & Environment. Proposed: Cllr Bygraves. Seconded: Cllr Wheeler. Resolved by all present. Cllrs Wheeler and Quirk were appointed Chair and Vice-Chair of Complaints, Cllr Lloyd was appointed as Fun Day leader and Cllr Bygraves was appointed as Recreation Ground leader.	Clerk to update website and keep on file.	Standing Orders.
ACM15/09	Election of representatives to outside bodies: • Charities: Robert Edward Lunniss Charity - (min 2, no max); Wootton Church & Poor's Land Charity - (min 2, no max);	Resolved to accept Appendix 2 without amendment. Proposed: Cllr Chalmers. Seconded: Cllr Hall. Resolved by all present.	Clerk to update website and keep on file.	Local Government Act 1972, s111.

	Wootton Poor's Land Charity - (min 2, no max); Memorial Hall Committee - (min 2, no max); Village Hall Committee - (min 2, no max);			
ACM15/10	To review all policies and procedures.	Resolved to adopt subject to the following amendments: CCTV policy – take out titles and use individual names; Complaints policy – amend to reflect both a Chair and Vice-Chair should be appointed at the ACM. Proposed: Cllr Price. Seconded: Cllr Brady. Resolved by all present.	Clerk to update website and keep on file.	N/A.
ACM15/11	To review all Risk Assessments.	Resolved to adopt without amendment. Proposed: Cllr Chalmers. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	N/A.
ACM15/12	To agree affiliation fees for 2014-15.	Resolved to accept without amendment. Proposed: Cllr Hall. Seconded: Cllr Brady. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s143.
ACM15/13	To review the attached list of regular payments, including those paid by variable Direct Debit or Standing Order.	Resolved to accept with the following amendment: EE – reduce the amount to £35. Proposed: Cllr Price. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to amend and keep on file.	Accounts and Audit Regulations (2011) (as amended) & Audit Commission Act 1998 (as amended) & Governance & Accountability for Local Councils (2010) (as amended).
ACM15/14	To approve the continuing use of Unity Trust Bank Ltd as primary bankers and that the parish council continue to make use of their online banking facilities, including the use of CHAPS and BACS payments.	Resolved to approve without amendment. Proposed: Cllr Chalmers. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Accounts and Audit Regulations (2011) (as amended) & Audit Commission Act 1998 (as amended) & Governance & Accountability for Local Councils (2010) (as amended).

ACM15/15	To approve the continuing use of Rialtas Business Solutions as providers of the parish council's accounts software.	Resolved to approve without amendment. Proposed: Cllr Wheeler. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s111.
ACM15/16	To approve the continuing use of Viking Direct as suppliers of stationery.	Resolved to approve without amendment. Proposed: Cllr Price. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s111.
ACM15/17	To approve the continuing use of CopyKatz Ltd as printers of the Wootton newsletter.	Resolved to approve without amendment. Proposed: Cllr Price. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s142.
ACM15/18	To approve the continuing use of Playsafety Ltd for all RoSPA inspections.	Resolved to approve without amendment. Proposed: Cllr Brady. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Local Government (Misc Provisions) Act 1976, s19 & Open Spaces Act 1906, s10.
ACM15/19	To approve the continuing division of recycling credits received from Bedford Borough Council.	Resolved to approve without amendment. Proposed: Cllr Price. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Litter Act 1983, ss 5&6.
ACM15/20	To approve the continuing use of a Chairman's allowance.	Resolved to approve without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s15 (5) & s35 (5).
ACM15/21	To appoint two members to undertake the quarterly Internal Best Practice Review.	Resolved to appoint Cllrs Brady and Lloyd. Cllr Lloyd to remain as a signatory for emergency purposes only. Proposed: Cllr Bygraves. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Accounts and Audit Regulations (2011) (as amended) & Audit Commission Act 1998 (as amended) & Governance & Accountability for Local Councils (2010) (as amended).
ACM15/22	To approve the existing signature arrangements, with regard to all bank accounts.	Resolved to approve without amendment.	Clerk to keep on file.	Accounts and Audit Regulations (2011) (as amended) &

		Proposed: Cllr Price Seconded: Cllr Brady. Resolved by all present.		Audit Commission Act 1998 (as amended) & Governance & Accountability for Local Councils (2010) (as amended).
ACM15/23	To appoint an internal auditor for 2014-15.	It was noted the appointment was for the year 2015-16. Resolved to appoint Gill Wiggs. Proposed: Cllr Wheeler. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Accounts and Audit Regulations (2011) (as amended) & Audit Commission Act 1998 (as amended) & Governance & Accountability for Local Councils (2010) (as amended).
ACM15/24	To review the Asset Register for 2014-15.	Resolved to approve without amendment. Proposed: Cllr Bygraves. Seconded: Cllr P Bennett. Resolved by all present.	Clerk to update website and keep on file.	Accounts and Audit Regulations (2011) (as amended) & Audit Commission Act 1998 (as amended) & Governance & Accountability for Local Councils (2010) (as amended).
ACM15/25	To confirm dates of meetings for 2015-16.	Resolved to accept without amendment. Proposed: Cllr Hall. Seconded: Cllr Brady. Resolved by all present.	Clerk to update website and keep on file.	Local Government Act 1972, s111.

Meeting closed at 8.10pm.

Chairman.....

Date.....