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Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 11th May 2016 at 7.15pm in the Memorial Hall, Bedford Road, Wootton.

Agenda no	Agenda item title	Resolution	Action	Power
ACM16/01	Election of Chairman.	A nomination was received on the evening in favour of Cllr Lloyd. Resolved that Cllr Lloyd be appointed Chairman for the ensuing municipal year. Proposed: Cllr Chalmers. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (1).
ACM16/02	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, Part V, s83 (4).
Open Forum	There were no members of the press or public present and so the meeting continued without adjournment.	N/A.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).
Present	Cllrs Lloyd (in the Chair), Brady, Bygraves, Chalmers, Doggrell, Groves, Hall, Noakes, Price, Quirk, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
ACM16/03	Apologies for absence.	Resolved to accept.	Clerk to keep on file.	Local Government Act 1972, Part

	Cllr Bennett.			V, s85 (1) & Sch 12, Part VI, p40.
ACM16/04	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
ACM16/05	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
ACM16/06	Election of Vice-Chairman.	A nomination was received on the evening in favour of Cllr Wheeler. Resolved that Cllr Wheeler be appointed vice-chairman for the ensuing municipal year. Proposed: Cllr Lloyd. Seconded: Cllr Groves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM16/07	To review and adopt terms of reference for the following committees: • Allotments; • Complaints; • Finance & General Purposes; • Fun Day; • Leisure & Amenities; • Neighbourhood Planning Steering Group; • Planning & Environment; • Recreation Ground; • Roads and Footpaths Safety Steering Group.	Resolved to approve without amendment. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to update website and keep on file.	Standing Orders.
ACM16/08	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 Planning Steering Group: (Election of Chairman will be made at the next committee meeting);	Resolved to elect members in accordance with Appendix 1. Proposed: Cllr Brady. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to update website and keep on file.	Standing Orders.

	meeting); • Planning & Environment: (Election of Chairman will be made at the next committee meeting); • Recreation Ground; • Roads and Footpaths Safety Steering Group: (Election of Chairman will be made at the next committee meeting).			
ACM16/09	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); Wootton Poor's Land Charity - (min 2, no max); • Memorial Hall Committee - (min 2, no max); • Village Hall Committee - (min 2, no max);	Resolved to elect members in accordance with Appendix 2. Proposed: Cllr Chalmers. Seconded: Cllr Doggrell. Resolved by all present. Circulate so all can see and accept.	Clerk to update website and keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/10	To review and adopt all policies and procedures.	Resolved to adopt without amendment. Proposed: Cllr Brady. Seconded: Cllr Hall. Resolved by all present.	Clerk to update website and keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/11	To assign all Risk Assessments to councillors for review and to review and adopt the Risk Schedule.	Resolved to adopt the Risk Schedule without amendment. Resolved to assign all Risk Assessments as follows and email a list of those unassigned to all members for selection. All to be updated and brought to a future Full Council meeting for formal review and adoption: Benches – Cllr Noakes. Bus Shelters – Cllr Noakes. Cemeteries (plus a supplement) – Cllr Quirk. Changing Rooms & Toilets – Cllr	Clerk/ All Cllrs to take forward.	Localism Act 2011, Ch 1, s1-8.

		Bygraves. Defibrillator – TBC. Keeley End Pond – Cllr Groves. Litter & Dog bins – TBC. Memorial Hall play area – Cllr Groves. MUGA (Multi Use Games Area) – Cllr Bygraves. Noticeboards – Cllr Lloyd. Recreation ground play areas – Cllr Bygraves. Skate park – Cllr Bygraves. Street lighting – Cllr Quirk. Trees – TBC. Village Sign – TBC. Volunteers gardening – TBC. War Memorial – Cllr Noakes. Work station – Cllr Lloyd. Proposed: Cllr Chalmers. Seconded: Cllr Groves. Resolved by all present.		
ACM16/12	To approve affiliation fees for 2016-17.	Resolved to accept without amendment. Proposed: Cllr Chalmers. Seconded: Cllr Brady. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/13	To approve a list of regular payments, including those paid by variable Direct Debit or Standing Order.	Resolved to accept without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2016.
ACM16/14	To approve the continuing use of Unity Trust Bank Ltd as primary bankers and that the parish council continue to make use of online banking facilities, including the use of CHAPS and BACS payments.	Resolved to approve without further comment. Proposed: Cllr Noakes. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

ACM16/15	To approve the continuing use of CCLA (Churches, Charities and Local Authorities) as primary deposit holders.	Resolved to approve without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/16	To approve the continuing use of Rialtas Business Solutions as providers of the parish council's accounts software.	Resolved to approve without further comment. Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/17	To approve the continuing use of Viking Direct as suppliers of stationery.	Resolved to approve without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/18	To approve the continuing use of Ace Fire & Security Ltd as providers of CCTV cameras located at the recreation ground.	Resolved to approve without further comment. Proposed: Cllr Noakes. Seconded: Cllr Brady. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/19	To approve the continuing use of Playsafety Ltd for all RoSPA inspections.	Resolved to approve without further comment. Proposed: Cllr Brady. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/20	To approve the continuing division of recycling credits received from Bedford Borough Council.	Resolved to approve without amendment. Proposed: Cllr Brady. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/21	To approve the continuing use of a Chairman's allowance.	Resolved to approve without amendment. Proposed: Cllr Brady. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

ACM16/22	To approve the Clerk's continuing delegation of powers in relation to budget heading expenditure.	Resolved to approve without amendment. Proposed: Cllr Brady Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM16/23	To appoint two members to undertake the quarterly Internal Best Practice Review.	Resolved to re-appoint Cllrs Brady and Lloyd. Cllr Lloyd to remain as a signatory for emergency purposes only. Proposed: Cllr Groves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2016.
ACM16/24	To approve existing signature arrangements, with regard to all bank accounts.	Resolved to approve without amendment. Proposed: Cllr Wallace. Seconded: Cllr Groves. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2016.
ACM16/25	To appoint an internal auditor to review year end accounts for 2015-16.	It was noted the appointment was for year end accounts 2016-17. Resolved to appoint Gill Wiggs. Proposed: Cllr Chalmers. Seconded: Cllr Brady. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2016.
ACM16/26	To review the Asset Register for year end 2015-16.	Resolved to approve the £3k increase to reflect two new memorial walls recently built within Lorraine Road cemetery and to accept without further amendment. Further resolved the Clerk seek advice on whether depreciative values should be used in future years. Proposed: Cllr Brady. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to update website and keep on file.	Governance & Accountability for Smaller Authorities in England 2016.
ACM16/27	To confirm dates of meetings for 2016-17.	Resolved to accept without	Clerk to update website	Localism Act 2011, Ch 1, s1-8.

		amendment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	and keep on file.	
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Meeting closed at 7.38pm.