



WOOTTON PARISH COUNCIL



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Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 11th May 2022 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Resolution	Action	Power
ACM22/001	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 Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (1).
ACM22/002	Signing of Declaration of Acceptance of Office by Chairman and all other members.	Cllr Lloyd signed the Declaration of Acceptance of Office, duly witnessed by the Cllr Wheeler in the absence of 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), Bygraves, Hensher, Lennox, Mapesa, Noakes, O'Dell, Quirk and Randell.			
Absent (no apologies received)	Cllr Watson.			

ACM22/003	Apologies for absence. Cllrs Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. The Clerk to the Council and Responsible Financial Officer (Sue Edgar Playford) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1) & Sch 12, Part VI, p40.
ACM22/004	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
ACM22/005	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
ACM22/006	Election of Vice-Chairman.	A nomination was received on the evening in favour of Cllr Bygraves. Resolved that Cllr Bygraves be appointed vice-chairman for the ensuing municipal year. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM22/007	Election of Members to all committees/steering groups/working groups.	Resolved to elect members in accordance with Appendix One. Further resolved to appoint BBCllr/Cllr Wheeler as Chairman of the Complaints Committee and Cllr Lloyd as Chairman of the Fun Fest Committee. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Standing Orders.
ACM22/008	To review and adopt Terms of Reference for all committees/steering groups/working groups and to resolve a suitable course of action.	Resolved to review and adopt all Terms of Reference without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Mapesa. Resolved by all present.	Clerk to keep on file.	Standing Orders.
ACM22/009	Election of representatives to outside bodies: • Community Centre Charitable Trust – (min/max not	Resolved to elect members (including Wootton Community Centre) in	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	known); • Memorial Hall Committee – (min 1, no max); • Recreation Ground Committee – (min 1, no max); • Robert Edward Lunniss Charity – (min 2, no max); • Village Hall Committee – (min 2, no max); • Wootton Church & Poor's Land Charity – (min 2, no max); • Wootton Poor's Land Charity – (min 2, no max).	accordance with Appendix Two. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.		
ACM22/010	To review and adopt all Policies and Procedures.	Resolved to review and adopt all Policies and Procedures without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/011	To review and adopt all GDPR Privacy Notices.	Resolved to review and adopt all GDPR Privacy Notices without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/012	To review and adopt the Risk Schedule.	Resolved to review and adopt the Risk Schedule without further comment. Proposed: Cllr Randell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/013	To approve affiliation/subscription fees for 2022/23.	Resolved to approve affiliation/subscription fees for 2022/23 without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/014	To approve a list of regular services and payments, including those paid by variable Direct Debit or Standing Order - to include the continued payment of all recycling credits to Wootton Poor's Land Charity.	Resolved to approve the list of regular services and payments, including those paid by variable Direct Debit or Standing Order without further comment.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2020.

		Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.		
ACM22/015	To approve the continuing use of Unity Trust Bank Ltd as primary bankers with use of online banking facilities including electronic payments.	Resolved to approve the continuing use of Unity Trust Bank Ltd as primary bankers with use of online banking facilities including electronic payments without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/016	To approve the continuing use of Hampshire Trust Bank Ltd, National Westminster Bank Plc, Nationwide Building Society, Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities) and Triodos Bank UK Ltd as primary deposit holders.	Resolved to approve the continuing use of all listed entities as primary deposit holders. Proposed: Cllr Noakes. Seconded: Cllr Mapesa. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/017	To approve the continuing use of a Chairman's allowance.	Resolved to approve the continuing use of a Chairman's allowance (£500 per annum) without further comment. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/018	To review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England 2022.	Resolved to review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England 2022 without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/019	To appoint members to undertake the following: Quarterly Internal Best Practice Review (min 2, no max).	Resolved to appoint councillors as follows: Quarterly Internal Best Practice Review: Cllrs Noakes and Randell.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.

		Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.		
ACM22/020	To re-approve all members of the Finance & General Purposes Committee as signatories to all bank accounts/deposit funds in line with all appropriate payment procedures.	Resolved to re-approve all existing signatories to all bank accounts/deposit funds in line with payment procedures without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.
ACM22/021	To approve the continuing appointment of Keens Shay Keens as internal auditor.	Resolved to approve the continuing appointment of Keens Shay Keens as internal auditor without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.
ACM22/022	To review and adopt the Asset Register for year 2022/23 to date.	Resolved to review and adopt the Asset Register for year end 2022/23 without further comment. Proposed: Cllr Quirk Seconded: Cllr O'Dell Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2020.
ACM22/023	To confirm dates of meetings for 2022/23.	Resolved to confirm dates of meetings for 2022/23 with the addition of the newly recreated Leisure & Amenities Committee. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM22/024	To review and consider any updates to councillor Register of Interests Forms, as published on Wootton Parish Council's Website via Bedford Borough Council.	No updates received. Resolved to note all Register of Interests Forms were considered up-to-date. Proposed: Cllr Noakes. Seconded: Cllr Mapesa.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
ACM22/025	To review and consider any updates to the Training Matrix for councillors and staff.	Resolved that all training matrices were up to date. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.58pm.

ACM22/007Committee members 2022-23

CIL Committee	Complaints Committee (to include election of Chairman/Vice Chairman if appropriate)	Finance & General Purposes Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Fun Fest Committee (to include election of Chairman/Vice Chairman if appropriate)	Leisure & Amenities Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Neighbourhood Planning Steering Group (Chairman to remain in position until either a vacancy occurs or the project is completed)	The Queen's Platinum Jubilee Working Group (Chairman to remain in position until either a vacancy occurs or the project is completed)	Planning & Environment Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Roads & Pavements Safety Steering Group (Chairman/Vice Chairman to be appointed at the next committee meeting)
Chairman * Vice-Chairman * Bob Hensher Stuart O'Dell John Wheeler	Chairman * Vice-Chairman * John Wheeler	Chairman * Vice-Chairman * Bob Hensher Denton Mapesa Stuart O'Dell John Wheeler	Chairman * Vice-Chairman * John Wheeler	Chairman * Vice-Chairman * Bob Hensher Stuart O'Dell	Chairman * Vice-Chairman * Bob Hensher Jeff Noakes Stuart O'Dell John Wheeler	Chairman * Vice-Chairman * Justin Lennox Jeff Noakes Stuart O'Dell Keith Randell	Chairman * Vice-Chairman * Bob Hensher Jeff Noakes Paul Quirk Keith Randell Claire Watson	Chairman * Vice-Chairman * Denton Mapesa Stuart O'Dell Keith Randell Claire Watson

Chairman is Gareth Lloyd and the Vice-Chairman is Gerald Bygraves.

ACM22/009Outside Bodies Representatives 2022-23

Community Centre Charitable Trust	Memorial Hall Committee	Robert Edward Lunniss Charity	Village Hall Committee	Wootton Church & Poor's Land Charity/Wootton Poor's Land Charity
Gerald Bygraves Bob Hensher Denton Mapesa	Justin Lennox	John Wheeler Stuart O'Dell	Bob Hensher Gareth Lloyd Paul Quirk Bob Wallace	Jeff Noakes Stuart O'Dell John Wheeler