

Ainstable Parish Council

Serving the villages of Ainstable, Croglin, Newbiggin, and Ruckcroft,
the communities of Dale and Longdales, and the surrounding farms and houses

Chairman: Nigel Vear,
Tel (01768) 896360 - chairman@ainstable.org.uk


The Annual General Meetings of
Ainstable Parish Council and Ainstable Millennium Green Trust
held at Croglin Village Hall at 7:30pm on Tuesday 17th May 2016.

Followed by the ordinary bi-monthly meeting of **Ainstable Parish Council**

Ainstable Parish Council AGM Minutes

Present: Cllr Nigel Vear (Chairman), Cllr John Thirlwall, Cllr Howard Bellis, Cllr Dick Bradshaw, Cllr Geoff Proud, Cllr Angela Ritchie, Cllr Hazel Proud, Cllr Dennis Smith, Former Cllr Winston Collinge, Kimberley Lawson (Clerk)

1. To elect a Chairman for Council Year 2016/17.
Cllr Vear was proposed by DS and seconded by JT. Cllr Vear was elected Chairman by unanimous vote.
2. To receive the Chairman's signed Declaration of Acceptance of Office.
The Chairman's Acceptance of Office was signed by the Chairman and the Clerk.
3. To elect a Vice Chairman for Council Year 2016/17.
Cllr Bellis was proposed by DB and seconded by JT. Cllr Bellis was elected Vice Chairman by unanimous vote. Cllr Thirlwall was thanked by the Chairman for his many years' service as Vice Chairman of the parish Council. Cllr Bellis was welcomed to his new role.
4. To receive Councillors' signed Acceptance of Office and Register of Interest form.
The Councillors' declarations of Acceptance of Office and of Interests were signed and received by the Clerk.
5. To discuss co-opting new councillors to fill any vacancies where necessary.
There are two vacancies in Newbiggin/Croglin ward. The Chairman stated that whilst, ideally, at least one candidate would live in Newbiggin, it is not actually compulsory; a Councillor for Newbiggin/Croglin ward could live anywhere in the parish.
6. To receive apologies for absence.
Apologies were received from Cllr C Guise
7. To resolve to accept the minutes of the last AGM held on Tuesday 19th May, 2015 as a true record.
HB proposed and JT seconded the motion, and was approved by unanimous vote. The Minutes were signed by the Chairman.
8. To appoint representatives to outside bodies.
It was agreed that Cllr Bellis be reappointed to be broadband hub coordinator to the parish. The Chairman noted that CALC meetings are open to any Councillor.
9. To appoint committees and sub-committees.
 - i) Appraisal panel for the Clerk, appraisals to be carried out 6 months after appointment and thereafter annually – It was resolved that NV, DB and HP form this panel since they were on the interview panel.
 - ii) Working group for Standing Orders, Financial Regulations & Risk Management – the Chairman


19 July 2016


reported that ours are based on those for a larger, district Council and while they work in their current form they need to be simplified for our use. It was resolved that HB, NV and AR form this committee.

10. To approve and adopt the Standing Orders and Procedures.
The motion was proposed by AR and seconded by HB, and was approved by unanimous vote. The Standing Orders and Procedures were signed by the Chairman and Clerk.
11. To approve and adopt the Financial Regulations.
The Chairman noted that the Financial Regulations are old fashioned and based on rules for hand-written ledgers. Whilst they are acceptable they are not ideal and require updating.
The motion was proposed by GP and seconded by HP, and was approved by unanimous vote. The Financial Regulations were signed by the Chairman and Clerk.
It was resolved that AR will review the bank reconciliation with the Clerk in June.
12. To approve and adopt the Risk Assessment.
The motion was proposed by HB and seconded by DS and DB, and was approved by unanimous vote. The Risk Assessment was signed by the Chairman and Clerk.
13. To approve and adopt the Asset Register.
The Council noted that the Asset Register requires a major overhaul and review but resolved to accept it in its current form for the time being.
The motion was proposed by HP and seconded by NV, and was approved by unanimous vote. The Asset Register was signed by the Chairman and Clerk.
14. To approve and adopt the list of Parish Land, and decide on land registration.
HB reported that documents held by the Council prove the Council's ownership of the sand quarry, and land at Ruckroft. Neither of these are registered with the Land Registry. The only land owned by Council/Millennium Green Trust registered with the Land Registry is the Ainstable Millennium Green. He suggested that the Clerk register these two pieces of land for the Council, backed up with documents from the Council's archive. If the Land Registry does not feel that the Council's documents are sufficient to prove ownership, the Council may appoint a solicitor to act on its behalf. The motion was proposed by JT, seconded GP and approved by unanimous vote.
15. To approve the Statement of Governance for the financial year 2015/16.
The motion was proposed by GP and seconded by HP, and approved by unanimous vote. The Statement of Governance was signed by the Chairman and the Clerk.
16. To accept the internally audited accounts for the financial year 2015/16.
HP queried a discrepancy of £353 between bank balance figure @31st March 2016 and Closing balance as per cash book @31st March 2016. NV suggested this may be due to a VAT repayment not being received. The motion was proposed by GP and seconded by DS, and approved by a majority vote. HP abstained from voting.
17. To approve the audit paperwork for the financial year 2015/16.
The motion was proposed by GP and seconded by DB, and approved by unanimous vote.
18. To appoint an internal auditor for the financial year 2016/17.
Jane Dawes was proposed by DS and seconded by HB to be the internal auditor for the current financial year. The motion was approved by unanimous vote.
19. To approve and adopt an internal audit checklist for the financial year 2016/17.
The motion was proposed by HP and seconded by HB, and approved by unanimous vote. The audit checklist was signed by the Chairman and the Clerk.
20. To discuss matters relating to banking and finance:

- a. To approve moving the bank accounts to Unity Bank.
Former Councillor Winston Collinge, signatory on the Council's accounts with Barclays Bank attended the meeting. He declared his approval for the Council's accounts to be moved from Barclays to Unity Bank, and for the Clerk to be main point of contact for all Parish Council banking. The Chairman thanked him for his attendance.
The motion was proposed by GP and seconded by NV, and approved by unanimous vote.
- b. To approve the adoption of online banking.
The motion was proposed by DB and seconded by NV, and approved by unanimous vote.
- c. To approve the access and authorisation levels for different levels of user.
The motion was proposed by HP and seconded by NV, and approved by unanimous vote.
- d. To approve the use of a pre-paid debit card for the Parish Clerk.
The motion was proposed by HB and seconded by GP, and approved by unanimous vote.
- e. To approve a change of contact details for the COIF account.
The motion was proposed by HB and seconded by NV, and approved by unanimous vote.

Signed:

19 July 2016


Winston Collinge