

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THORNLEY PARISH COUNCIL
YOULL HOUSE, THORNLEY
ON
6TH MAY 2014**

PRESENT

Councillors Mrs. J. Unsworth (Chair), Mrs. M. Brunskill, Mrs. P. English, Mrs. I. Hind, Mrs. P. Maddison, Mrs. J. Middleton, M. McCoy, T. Unsworth, J. Williams.

PUBLIC

One member of the public was present.

1. Election of the Chairman for the ensuing year

*Nominations were sought for the post of Chairman for 2014/15.
Only Councillor Mrs. J. Unsworth was nominated and seconded*

Resolved: *That Councillor Mrs. J. Unsworth be elected Chairman for 2014/15*

2. To receive the Chairman's Declaration of office

The Declaration of Office was signed by the Chairman.

3. Report of the outgoing Chairman

Councillor Mrs. J. Unsworth presented a verbal report on the activities of the Parish Council over the previous 12 months.

Resolved: *That the report be accepted.*

4. Minutes of Previous Meeting

The minutes of the previous meeting held on 7th May 2013, a copy of which had been previously circulated were accepted as a true record.

5. Election of Vice Chairman for the ensuing year

*Nominations were sought for the post of Vice Chairman for 2014/15.
Councillors Mrs. P. Maddison & Mrs. M. Brunskill were nominated and seconded*

Resolved: *That Councillor Mrs. P. Maddison be elected Vice Chairman for 2014/15*

6. Vice Chairman's Declaration of office

The Declaration of Office was signed by the Vice Chairman

7. Election of delegates to County Durham Association of Local Councils.

Resolved: *That Councillors Mrs. M. Brunskill and Mrs Hind be elected.*

8. Election of delegates to the Small & Medium Council's Forum

Resolved: *That Councillors Mrs. P. English and T. Unsworth be elected*

9. Election of delegates to East Durham Association of Parish & Town Council's

Members expressed concern that because of the timing of the meetings it was not possible for delegates from the Parish Council to attend.

Resolved: That no Councillor be nominated and the Parish Clerk advise the Associations of the reason.

10. Election of delegates to the Health Forum

It was pointed out that the Health Forum no longer existed and that as a result nominations were no longer required.

Resolved: That the position be left vacant.

11. Election of delegates to New Thornley Regeneration Partnership

Resolved: That Councillors Mrs. P. English and T. Unsworth be elected.

12. Thornley Residents Group

Resolved: That Councillor Mrs. M. Brunskill be elected.

13. Travellers Liaison Group

It was pointed out that the group no longer existed and as a result nominations were no longer required.

Resolved: That the position be left vacant.

14. Personnel Committee

Resolved: That Councillors Mrs. M. Brunskill, Mrs. P. English, Mrs. P. Maddison & Mrs. J. Unsworth be elected.

15. Facilities Committee

Resolved: That Councillors Mrs. M. Brunskill, Mrs. P. English, Mrs. P. Maddison & Mrs. J. Unsworth be elected.

16. Review of delegation arrangements to Committees, Sub-Committees and Staff

The Parish Clerk reported that it was requirement that the arrangements be reviewed for the forthcoming year.

Resolved: That no amendments were required and that current arrangements for existing Committees be approved.

17. Review of the Terms of Reference for Committees

The Parish Clerk reported that it was requirement that the arrangements be reviewed for the forthcoming year.

Resolved: That no amendments were required and that current arrangements for existing Committees be approved.

18. Appointment of a Finance Committee in accordance with standing order 4.

It was suggested that the Parish Council appoint members to serve on a Finance Committee to oversee all income and expenditure.

Resolved: *That the Parish Clerk investigates appropriate Terms of Reference and what powers should be delegated to the Committee and that Councillors Mrs. P. English, Mrs. P. Maddison, M. McCoy & Mrs. J. Unsworth be elected.*

19. Representation on or work with external bodies and arrangements for reporting back

The Parish Clerk reported that it was requirement that the arrangements be reviewed for the forthcoming year.

Resolved: *That no amendments were required and that current arrangements be approved.*

20. Insurance Cover in respect of all Insured Risks

The Parish Clerk reported that a review of existing insurance arrangements had been undertaken and that two competitive quotations had been obtained.

Resolved: *That the Council's insurance be placed in the hands of Zurich Insurance Ltd for the next twelve months.*

21. Review Council's and/or Staff Subscriptions to Other Bodies

The Parish Clerk reported that it was requirement that the arrangements be reviewed for the forthcoming year.

Resolved: *That no amendments were required and that current arrangements be approved*

22. Review of the Council's Complaints Procedure

The Parish Clerk reported that it was requirement that the arrangements be reviewed for the forthcoming year.

Resolved: *That no amendments were required and that current arrangements be approved*

23. Review of the Council's procedures for handling requests made under the freedom of information act 2000 and the Data Protection Act 1998.

The Parish Clerk reported that as the Parish Council complied with the statutory procedures no changes were required.

Resolved: *That the information be noted.*

24. Election of a Press Representative

Resolved: *That the Parish Clerk be appointed.*

25. Election of a Staff Representative

Resolved: *That the Parish Clerk be appointed.*

26. Appointment of an internal auditor.

The Parish Clerk reported that Mr. W.J. Smith had carried out the internal audit on behalf of the Parish Council in the previous year.

Resolved: *That Mr. W.J. Smith be appointed as internal auditor for the ensuing year.*

27. Review and adopt Standing Orders and Financial Regulations

The Parish Clerk presented a revised edition of Standing Orders based on the most recent model approved by NALC.

Resolved: *That the Standing Orders be approved and distributed to all Councillors.*

28. Review Financial Risk Assessments

The Parish Clerk presented a revised edition of Standing Orders based on the most recent model approved by NALC.

Resolved: *That the Financial Risk Assessment be approved and distributed to all Councillors.*

29. Other Risk Assessments

The Parish Clerk reminded members that revisions were made and reported to the regular meetings of the Parish Council and that no additional revisions had been made.

Resolved: *That the information be noted.*

30. Financial Statement for the Financial Year 2013 - 2014.

The Parish Clerk provided a copy of the Balance Sheet and the Income and Expenditure Summary Account to 31st, March 2014 for consideration.

Resolved: *That the information be noted and that the statement*