

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THORNLEY PARISH COUNCIL
YOULL HOUSE, THORNLEY
ON
3RD MAY 2016**

PRESENT

Councillors Mrs. J. Unsworth (Chair), Mrs. P. English, Mrs. A. Kelly, Mrs. P. Maddison, M. McCoy, T. Unsworth, G. Wilson.

APOLOGIES

Councillor	Reason for Absence	Resolved
Mrs. .K. Huntington	Personal	Approved
County Councillor M. Nichols	Personal	Approval

PUBLIC

One member of the public was present.

Meeting Commenced: 6:45pm

1. Election of the Chairman for the ensuing year

Nominations were sought for the post of Chairman for 2016/17.
Only Councillor Mrs. J. Unsworth was nominated and seconded

Resolved: That Councillor Mrs. J. Unsworth be elected Chairman for 2016/17

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 5th May 2015, 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 2016/17.
Only Councillor Mrs. P. Maddison was nominated and seconded.

Resolved: That Councillor Mrs. P. Maddison be elected Vice Chairman for 2016/17

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. P. English and T. Unsworth 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 the timing of the meetings made it extremely difficult for delegates from the Parish Council to attend.

Resolved: That no Councillor be nominated

10. Thornley Village Centre Management Group

Resolved: That Councillor Mrs. J. Unsworth be elected.

11. 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.

12. Personnel Committee

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

13. Facilities Committee

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

14. 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.

15. 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.

16. Insurance Cover in respect of all Insured Risks

The Parish Clerk reported that a review of existing insurance arrangements had been undertaken and competitive quotations were currently being sought.

Resolved: That the Chair and Vice Chair be delegated to authorise acceptance of the most competitive quotation for the next twelve months.

17. 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.

18. 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*

19. 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.*

20. Election of a Press Representative

Resolved: *That the Parish Clerk be appointed.*

21. Election of a Staff Representative

Resolved: *That the Parish Clerk be appointed.*

22. 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.*

23. 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.*

24. Review Financial Risk Assessments

The Parish Clerk pointed out that that amendments were reported to the Parish Council throughout the year. No additional revisions were necessary.

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.*

25. Other Risk Assessments

Resolved: *That the information be noted.*

26. Financial Statement for the Financial Year 2015 - 2016.

The Parish Clerk provided a copy of the Balance Sheet and the Income and Expenditure Summary Account to 31st, March 2016 for consideration.

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

Meeting Terminated: 7:00pm

The next meeting of the Parish Council will be held in Thornley Village Centre, High Street, Thornley on 2nd May 2017 at 6:45 p.m.