

NASH MILLS PARISH COUNCIL

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Minutes of the **Annual Meeting of the Council** held on Monday **9th May 2016 at 7.30pm** at Nash Mills Village Hall, Lower Road, Nash Mills.

Those Present:

Chair: Councillor Lisa Bayley
Vice Chair: Councillor Jan Maddern

Councillors: Terence Collins
Louise Gross
David Jackson
Peter Lardi
Rosie Moubray

Also present: Mrs Linda Sutton - Parish Clerk/Proper Officer to The Council.

The meeting opened at 7.30pm.

1. Election of Chair of the Parish Council.

Councillor Jan Maddern asked if she could take this opportunity to report that it was with sadness that ex-Chair Councillor Helen Gough had stepped down from the role prior to the meeting. Councillor Jan Maddern thought that she had done a sterling job in her time as Chair of the Parish Council and the parish council agreed.

It was proposed by Councillor Jan Maddern, seconded by Councillor Rosie Moubray that Councillor Lisa Bayley be elected Chair of the parish council for the year 2016-2017, all members present were in agreement and it was **RESOLVED**. Councillor Lisa Bayley agreed to accept the role.

2. Declaration of Acceptance of Office by the Chair.

The declaration of Acceptance of Office as Chair was read out, signed and dated by Councillor Lisa Bayley. The Parish Clerk signed and dated the document as Proper Officer of the Council.

3. Apologies for absence/Declaration of Interests.

Apologies were received and accepted and recorded from Councillor Helen Gough.

Councillor Rosie Moubray, Councillor Lisa Bayley and Councillor David Jackson had nothing to declare. Councillor Jan Maddern declared that she was an elected member of Dacorum Borough Council and a trustee of Nash Mills Village Hall Association. Councillor

Terence Collins declared that he was an Associated Governor of Nash Mills Primary School. Councillor Peter Lardi declared that he was Chair of the Longdean Park Residents' Association and Councillor Louise Gross declared she was a member of the Longdean Park Residents' Association.

4. **Election of Vice Chair of the Parish Council, Election of Committee Chairs and Vice Chairs.**

It was proposed by Councillor Louise Gross, seconded by Councillor Rosie Moubray that Councillor Jan Maddern be elected Vice Chair of the parish council for the year 2016-2017. Councillor Terence Collins proposed Councillor Dave Jackson as Vice Chair; however, Councillor Dave Jackson then declined to be put forward as a candidate. There were no other nominations. All members present were in agreement. It was **RESOLVED** that Councillor Jan Maddern be elected Vice Chair of the parish council. Councillor Jan Maddern agreed to accept the role.

It was proposed by Councillor Jan Maddern, seconded by Councillor Lisa Bayley that Councillor Dave Jackson be elected committee Chair of Finance, all members present were in agreement and it was **RESOLVED**. Councillor Dave Jackson agreed to accept the role.

It was proposed by Councillor Jan Maddern, seconded by Councillor Louise Gross that Councillor Peter Lardi be elected committee Chair of Planning, all members present were in agreement and it was **RESOLVED**. Councillor Peter Lardi agreed to accept the role.

It was proposed by Councillor Jan Maddern, seconded by Councillor Rosie Moubray that Councillor Louise Gross be elected committee Chair of Personnel, all members present were in agreement and it was **RESOLVED**. Councillor Louise Gross agreed to accept the role.

It was proposed by Councillor Dave Jackson, seconded by Councillor Jan Maddern that Councillor Rosie Moubray be elected committee Vice Chair of Finance, all members present were in agreement and it was **RESOLVED**. Councillor Rosie Moubray agreed to accept the role.

It was proposed by Councillor Jan Maddern, seconded by Councillor Dave Jackson that Councillor Terence Collins be elected committee Vice Chair of Planning, all members present agreed and it was **RESOLVED**. Councillor Terence Collins agreed to accept the role.

It was proposed by Councillor Jan Maddern, seconded by Councillor Lisa Bayley that in Councillor Helen Goughs' absence she be elected

committee Vice Chair of Personnel, all members present agreed and it was **RESOLVED**.

Councillor Jan Maddern informed the parish council that Councillor Helen Gough had agreed prior to the meeting that she would be happy to accept the role if successfully nominated.

Committee members would remain the same except that Councillor Jan Maddern would as Vice Chair join both the Finance and Planning Committees. Councillor Dave Jackson reported to the parish council that HG would still act as a bank signatory in this interim period.

5. Review of Parish Insurance.

The renewal policy had been circulated to all parish councillors prior to the meeting. It was agreed that with addition of fences, gate and hinged guard rail to the renewal policy that the parish council was adequately insured by Came and Company. A cheque was to be signed after the meeting by DJ and TC for the amount of £796.93 to continue the long term agreement. It was noted that the LTA ends in 2017.

6. Approval of Annual Return ending 31st March 2016.

A hard copy of the Annual Return had been circulated at the meeting along with the Internal Auditor's report conducted by Rachel Aldridge-Jones, Clubfinance Ltd, on the 21st April at the Parish Clerk's home address. The internal audit report indicated that all internal control objectives had been met. There were three recommendations. The report had been made available on the parish website along with the supporting documents. The Parish Clerk advised that a scanned version of the approved Annual Return would be made available on the parish website in the near future. She also advised that the AR had to be submitted to BDO by the 16th May. The 'Notice for the Exercise of Public Rights' commenced on the 3rd June 2016 for a thirty day working period. This would be advertised as a hard copy on the noticeboard at The Denes shopping parade and as a pdf on the parish council's website for the designated period.

Councillor Lisa Bayley read out the statements listed on page 2 of the Annual Return. All the parish councillors present agreed and acknowledged that there is a sound system of internal control, including the preparation of accounting statements. The parish council confirmed to the best of their knowledge and belief, with respect to the accounting statements that they agreed to the eight statements listed excluding the statement number nine (Trust Funds) as this was not applicable. Councillor Lisa Bayley signed the Annual Return agreeing that the smaller authority had approved the annual governance statement on the 9th May 2016.

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The Parish Clerk had signed the Annual Return certifying that the accounting statements present fairly, the financial position of the parish council's receipts and payments accounts system.

7. Date of Ordinary Meetings for the Coming Year.

The Parish Clerk advised that a revised list will be circulated. Councillor Lisa Bayley advised that the next ordinary meeting would be held on 13th June 2016.

8. Date of Next Year's Annual Meeting of the Council

8th May 2017.

Councillor Lisa Bayley thanked all for attending and closed the meeting at 8.01 pm.

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CHAIRMAN

8th June 2015
DATE