

Parish Council of Coleford

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ANNUAL PARISH COUNCIL MEETING HELD 10th MAY 2017

Present: Councillor Philip Ham (Chairman presiding)
Cllr Townsend, Conn, Gurd, Turner, Fisher, Banks, Littlechild, Evans and Pearce
& 1 members of the public

1 Election of Officers

The following officials were elected for the forthcoming year:

Chairman Mr Philip Ham (Vote: 9 for, 0 against, 0 abstain)
Proposed by Cllr Banks and seconded by Cllr Littlechild

Vice Chairman Mr Alan Townsend (Vote: 9 for, 0 against, 0 abstain)
Proposed by Cllr Banks and seconded by Cllr Conn

2 Declaration of Acceptance of Office

Cllr Ham signed the Chairman's Declaration of Acceptance of Office at the end of the meeting.

3 Apologies: Cllr Neesam and Talbot.

4 Formation of Committees/Working Parties within the Parish Council

It was agreed that the correct term for the following groups would be that of Working Parties rather than Committees on the basis that no group would make decisions independently, but purely meet, discuss and bring recommendations back to the Full Council to make decisions.

Subject to absent Councillors' confirmation:

Working Party	Lead Councillor	Team members
Playing Fields	Cllr Gurd	Cllrs Turner, Evans, Littlechild, Conn and Ham
BMX Track	Cllr Gurd	Cllr Conn, Turner and the Clerk
Environment & Open spaces	Cllr Evans	Cllrs Fisher, Littlechild, Neesam and Talbot
Finance	Cllr Conn	Townsend and the Clerk
Cemetery	Cllr Turner	The Clerk
Pay Review	Cllr Ham	Cllr Townsend and Pearce
Small Grants	Cllr Banks	Cllrs Conn and Evans

5 Lead Councillors

Public Footpaths /RoW	Cllr Fisher
Highways	Cllr Townsend
Open Spaces and Trees	Cllr Evans
It was agreed that the list of trees should be reviewed and an inspection completed.	
Parish Plan	Review later in the year
Young People	Cllrs Ham and Littlechild

6 Appointment of Representatives to Outside Bodies

Coleford Youth	Cllrs Ham & Littlechild
@ The Hub	Cllrs Ham & Banks
Bishop Henderson School	Cllrs Ham & A Townsend
Children's Centre	Cllrs Ham & A Townsend
Huckyduck Carnival Club	Cllr Ham
Football Club(s)	Cllrs Turner and Gurd
Scout Group	Cllr Gurd
PCC	Cllr Turner
PCSO Scheme	Cllrs Turner & Gurd
Tuesday Afternoon Club	Cllr Neesam & Townsend
Royal British Legion	Cllr Banks
SALC	Cllr Banks
Coleford Theatre Group	Cllr Banks
Halecombe Quarry Liaison Group	Cllr Neesam & Conn
Café Cordial	Cllr Evans
Coleford Revival Group	Cllr Ham
Mendip Country Practice Patients Group	Cllr Townsend

The Clerk will write to each individual group and introduce the Councillor Representatives and invite them to nominate a representative for Parish Council liaison.

7 Review and Adoption of Policies

Councillors had all received an electronic copy of the policies in advance of the meeting.

- Financial Regulations
- Code of Conduct
- Standing Orders
- Handling complaints

It was agreed that the above mentioned policies should be adopted.

Vote: 9 For, 0 Against and 0 Abstain

8. Appointment of Responsible Finance Officer

The Clerk was appointed as the RFO with backup from Cllr Townsend and Cllr Conn

9 Authorisation of Signatories for Bank Accounts

The current signatories are Cllr P Ham, Cllr Townsend, Cllr Conn and Miss V Watts. It was noted that Cllr Horler needed to be removed and that Cllr Turner should be added to the mandate. 3 signatories are required.

Vote: 9 For, 0 Against, 0 Abstain

10 Confirmation of direct debits and standing orders

The Clerk confirmed that the changing room electricity supply is paid by monthly direct debit. Meter readings are regularly submitted which will be monitored to ensure that the amount is sufficient. The Clerks salary is paid by standing order on the 1st of each month.