



Stainland and District Parish Council

1st Annual Meeting Minutes

Thursday 17th May 2018 at 8.45pm

Attended

Parish Councillors:

Judith Crossley, Malcolm James, Lisa Fieldhouse, Paul Bellenger, Fr. Rodney Chapman, Thelma Hodgkinson, Jean Redford.

Also in attendance:

Su Halliday, minute taker

	Item
18.1,1	Apologies and Reasons for Absence and Lateness (a) To receive apologies and approve any reasons for absence presented to the Council No apologies received from Heidi Mattei.
18.1,2	To receive Parish Councillors' declarations of interest None received
18.1,3	a) To Elect /ratify the election of Chair b) To receive the Chair's declaration of Acceptance of Office or, if not received, to decide when it shall be received Judith Crossley was ratified as chair. She will sign the Acceptance of Office declaration with an appropriately authorised witness.
18.1,4	Adoption of a Code of Conduct a) To agree and adopt a code of conduct for the Council It was resolved that the Parish Council shall adopt the NALC model Code of Conduct.
18.1,5	Adoption of Standing Orders a) To agree and adopt standing orders for the Council It was resolved that the standing orders which councillors have had the opportunity to read and discuss shall be adopted.
18.1,6	To agree the creation, and membership and consider arrangements for acquiring terms of reference for the following Committees of the Council. It was resolved that the following committees shall be established. At the first meeting of each committee, a chair and vice chair shall be elected. Model terms of reference shall be requested from NALC for consideration and adoption at the first meeting of each committee. a) Staffing Members: Lisa Fieldhouse, Jean Rodney, Fr. Rodney Chapman, Heidi Mattei

	<p>b) Financial Members: Jean Redford, Malcolm James, Heidi Mattei, Judith Crossley</p> <p>c) Planning Members: Malcolm James, Thelma Hodgkinson, Fr. Rodney Chapman, Lisa Fieldhouse</p> <p>d) Environment Members: Paul Bellenger, Judith Crossley, Lisa Fieldhouse, Malcolm James</p>
18.1,7	<p>Financial Regulations a) To agree to the process for the adoption of a Financial Code of Conduct/Financial Regulations for the Council</p> <p>Lisa Fieldhouse will approach NALC for Financial Code of Conduct and Model Financial Regulations</p>
18.1,8	<p>Date and Venue of Next Meeting The next Annual Meeting of the Parish Council shall take place on Thursday 16th May 2019 at 7.30pm at Stainland Library.</p>