

Minutes of the Annual Meeting of Keresley Parish Council

held on Tuesday 14th August 2018

Venue: Keresley United Reform Church, Bennetts Road, Keresley @ 19.00 hours

Present:			
Cllr R Weaver BEM RW	Appointee Coventry Coventry C C	Cllr J Passmore	
Cllr S Camwell	Vice Chair	Mr A Middleton (Cllr)	
Cllr T Gudgeon		Mr S Redhead (Cllr)	
Mrs B Bland BB	Locum Clerk	Mr C Wood (Cllr)	

In attendance: Mr Adrian West (AW), Coventry City Council Monitoring Officer and Mrs Carol Bradford (CB), Coventry City Council Solicitor.

There was one Member of the Public attending.

1. Welcome & Apologies

RW welcomed Councillors, proposed Co-Optees, Adrian West and Carol Bradford from Coventry City Council. There were no apologies.

2. Acceptance of Office for Co-Optee Members

RW thanked nominated Co-Optees for their commitment and support to get Keresley Parish Council back on track. RW circulated induction packs to all attendees.

Pre Meeting process and procedure: RW brought Members attention to induction pack that included a selection of forms. Focus was given to the Register of Interests and Declaration of Office which required completing prior to Annual Meeting elections. AW and CB gave an overview of the Declaration of Office and explained the necessity of meeting the legal obligation of public office; further explanation was provided regarding code of conduct, transparency, spouse/partner employment, expenses, land holdings, company directorships, GDPR (General Data Protection Regulations) implemented 25th May 2018.

Mrs Bland circulated a self-assessment form which WALC had provided to Parish and Town Councils to self-evaluate their processes and identify what areas require input. Meriden had found this particularly helpful in keeping itself current and transparent and may assist Keresley as a starting point of moving the parish council forward.

Action: Members to consider content and complete exercise as a team at October's meeting.

RW reported proposed nominations for Co-Optee Members being Mr A Middleton, Mr C Wood and Mr S Redhead; RW invited proposals from Members. All proposed Co-Optees were proposed by Cllr Camwell and seconded by Cllr Passmore.

IT WAS RESOLVED Nominations for Mr A Middleton, Mr C Wood and Mr S Redwood to become Co-Opted Councillors for Keresley Parish Council were approved. Proposed by Cllr S Camwell and seconded by Cllr J Passmore.

Locum Clerk Mrs Barbara Band c/o Meriden Parish Council, 55 James Dawson Drive, Millison's Wood, Coventry, CV5 9QJ. T: 01676 522474 M: 07767 162423 E: barbarablandmpc@btconnect.com or clerk@meridenparishcouncil.org.uk

RW welcomed Cllrs Middleton, Wood and Redwood to Keresley Parish Council with thanks for their commitment.

3. Minutes of Annual Meeting 2017

RW explained that no minutes of the Annual Meeting 2017 were available for approval and signing. Cllr Passmore will update website from server files.

A copy of the 2017 minutes will be printed and be available for approval and signing off at September's meeting

Action: Cllr Passmore to update website from server files. Clerk to ensure copy of 2017 minutes be printed and available for approval at September meeting.

IT WAS RESOLVED Members agreed item 3 be deferred to next meeting being 11th September 2018.

4. Chair's Report 2017-2018

RW advised it was usual for the Chair to prepare a report that may be shared with members of the public providing an overview of the year's achievements. Unfortunately the last minutes recorded was November 2017. RW invited Vice Chair Cllr Camwell to provide a verbal summary as follows:-

Cllr Camwell reported it had been a difficult year with the parish council not being quorate since November 2017. Therefore the following points are recorded:-

- 7th November 2017 Chair and Clerk resigned;
- The parish council was left in a bit of a mess;
- Chair and Clerk left office without paying invoices and this only came to light some months later;
- Hopefully it is anticipated from tonight the parish council can move forward;
- Keresley Parish Council has been in existence for 100 years and there is a lot of support for it not folding;
- Residents were keen for Keresley Parish Council to continue;
- Thank you to Cllr Weaver (Appointee) and Mrs Bland (Locum Clerk) for their assistance in getting Keresley Parish Council back on track, and for the support of Coventry City Council, Adrian West and Carol Bradford attending this evening.

5. Election of Chair

RW invited nominations for Chair. Members proposed Cllr Sandra Camwell as Chair. This proposal was unanimously approved by Members. Cllr Camwell agreed to the proposal.

IT WAS RESOLVED Cllr Camwell was nominated to be elected as Chair. Members unanimously proposed and approved Cllr Sandra Camwell as Chair of Keresley Parish Council.

6. Election of Vice Chair

Cllr Camwell invited nominations for Vice Chair. Cllr Redhead proposed Cllr Tracey Gudgeon. Cllr Passmore seconded the proposal. Cllr Gudgeon agreed to the proposal.

IT WAS RESOLVED Cllr Gudgeon was nominated as Vice Chair. Cllr Redhead proposed Cllr Gudgeon be elected as Vice Chair, seconded by Cllr Passmore.

7. Sub Committees

RW advised that it would be beneficial to use this time together to set up and get Keresley Parish Council up and running again. Mrs Bland suggested thinking about a planning committee given the proposed developments being suggested for Keresley Parish. Cllr Gudgeon agreed there was merit in a planning committee but added that Parish development was currently being monitored by the combined support of Fillongley, Corley, Allesley and Keresley Parish Councils. Cllr Passmore added that there was a local resident who assist the parish council with planning matters. Mrs Bland recommended the resident be co-opted to planning committee; Members unanimously proposed Cllr Passmore to be responsible for planning and to become Chair of Planning Committee. Cllr Passmore agreed to this proposal and advised he would speak to the resident concerned with a view to a co-option being made at September's meeting.

Action: Cllr Passmore to speak to resident regarding co-option at September's meeting.

IT WAS RESOLVED Cllr Passmore to Chair Planning Committee; proposed and approved unanimously.

8. Bank & Signatories

Mr West advised and confirmed that precept for financial year 2018-19 is £1,600.00. No precept had been applied for the new financial year and this figure had been taken from the highest precept of previous years. Cllr Camwell thanked Mr West for his support in ensuring a precept was provided from Coventry City Council for the new financial year in what have been difficult circumstances.

Cllr Camwell advised her difficulty to engage HSBC to confirm signatories, access bank account, obtain statements and make invoice payments due. Currently there is no access to bank account and only one signatory. All bank statements and other bank correspondence is being sent to the previous clerk, Mrs C Milner. As remaining signatory, Cllr Camwell is required to send a letter to HSBC requesting change of address and authorising all HSBC correspondence is sent to Locum Clerk.

Action: Mrs Bland to draft letter to HSBC for Cllr Camwell to authorise change of address, removal of Mrs Milner and advise new correspondence address to Locum Clerk.

Mrs Bland confirmed Cllr Camwell's dealings with HSBC as being less than helpful; however she has now obtained a Business Manager, Mr Andy Peck, from the Solihull Locum Clerk Mrs Barbara Band c/o Meriden Parish Council, 55 James Dawson Drive, Millison's Wood, Coventry, CV5 9QJ. T: 01676 522474 M: 07767 162423 E: barbarablandmpc@btconnect.com or clerk@meridenparishcouncil.org.uk

Branch, with a meeting arranged for 5th September 2018 at 11 am. The purpose of the meeting is to sign new bank mandate so Keresley Parish Council may have access to bank account.

There have been a series of new/revised mandates submitted since the original mandate was set up in 2012, but all did not get accepted and were returned to the clerk. RW advised as a matter of urgency new bank signatories need to be approved and a new mandate completed. Cllr Passmore advised that he had agreed to be a bank signatory previously; a unanimous nomination for Cllr Gudgeon to be a signatory was agreed however Cllr Gudgeon advised she was unable to attend on the 5th September due to work commitments. Mrs Bland to advise if Cllr Gudgeon's i/d and signature can be set up before meeting date.

Action: Mrs Bland to call HSBC Solihull and advise Cllr Gudgeon.

Members discussed and considered a transfer of bank to Unity Trust who Cllr Gudgeon has used previously and recommends for parish council purposes. Unfortunately prior to any transfer of funds from HSBC, a new mandate is required to operate the account.

Action: Mrs Bland to download Unity Bank Application Pack.

A requirement of the mandate is for the "Proper Officer" of Keresley Parish Council to sign the mandate; this being Mrs Barbara Bland, Locum Clerk.

IT WAS RESOLVED Members unanimously approved the revision of existing bank mandate to remove Cllr Dorothy Hall and Cllr Alan Owen.

IT WAS RESOLVED Members unanimously approved the additions of Cllr J Passmore, Cllr T Gudgeon and Mrs B Bland, Locum Clerk and "Proper Officer" to the bank mandate. New signatories are required to bring Passport, Driving Licence and Utility Bill i.e. Council Tax.

Mrs Bland advised that Mr Peck, Business Manager, was unable to confirm account balance but advised it was in excess of £4,000. This was confirmed by Cllr Weaver who was in receipt of last statement and Cllr Camwell advising closing balance in February 2018 was £4,677.95.

9. Appointment of Internal Auditor & Internal Controls

RW advised the need to appoint an internal auditor who will ensure year end closure and internal control compliance, particularly relevant to small councils with income less than £25,000 who are not included in the external audit process. It is usual to have an Exemption Certificate that is submitted to the external auditor. Mr West confirmed that he has spoken to the new external auditors P K F Littlejohn explaining current situation and late submission of Annual Return. Littlejohn acknowledge issues and now Locum Clerk is in place await Annual Governance, Accounting and Exemption Statements. RW added the internal auditor will ensure good governance, transparency and internal controls are in place including Standing Orders and Financial Regulations.

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There is specific WALC training in place that support parish and town councils. WALC have also provided a list of preferred professional internal auditors who have been trained to provide this service.

Members considered the five names on the list and agreed that in terms of distance it would be prudent to explore availability of Mr Bill Woolcroft of Monks Kirby and Mrs Eleanor Choudry of Shrewley. Mrs Bland was requested to contact both to ascertain availability and interest.

Action: Mrs Bland to contact Mr Woolcroft and Mrs Choudry. Defer to next meeting.

10. 2018-2019 Parish Council Meeting Dates

RW advised that existing Standing Orders required 7 meetings per year all starting at 7.30 pm; and meeting dates should be set 12 months in advance and displayed on public noticeboard and website. A suggestion to amend Standing Orders for 11 meetings per year with August being holiday month (meeting free) was proposed and agreed. Therefore the second Tuesday of every month at 7pm (19.00 hours) start as follows is agreed:-

Date 2018-2019	Meeting Purpose
11 th September 2018	Public Planning Meeting followed by Parish Council Meeting
09 th October 2018	Parish Council Meeting
13 th November 2018	Parish Council Meeting
11 th December 2018	Parish Council Meeting
08 th January 2019	Parish Council Meeting
12 th February 2019	Parish Council Meeting
12 th March 2019	Parish Council Meeting
09 th April 2019	Annual Parish Meeting
14 th May 2019	Annual Meeting
11 th June 2019	Parish Council Meeting
09 th July 2019	Parish Council Meeting
August Holiday	

IT WAS RESOLVED Members unanimously approved forthcoming meeting dates above. These dates to be put into a table and displayed on public noticeboard and website.

11. Date of Next Meeting

The next meeting of Keresley Parish Council will be held on Tuesday 11th September 2018 at 7pm. Venue: Keresley United Reformed Church, Bennetts Road. This meeting will comprise an Open Public Meeting commencing at 19.00 - 19.55 regarding Planning and Proposed Development within the Parish of Keresley followed by full Council Meeting commencing at 20.00.

The Annual Meeting closed at 20.00 hours.

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