**ALVINGTON PARISH COUNCIL ANNUAL MEETING OF THE COUNCIL**

**Minutes of the meeting held on Wednesday 3rd May 2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PRESENT:  ATTENDING: | | Cllr. Alan Haslam  Cllr. Dan Elliott  Cllr. Gary Collier  Alec Davis  Margaret Harris  Ali Taylor  Peter Brown | | Cllr. Eric Robson  Emma Money (Clerk  Verlie Eagles  Chris Shill  Keith Albon  Viv | |
|  | **Item** | | **Notes** | | **Action** |
| **1** | **Election of the Chairman for 2017/18** | | It was unanimously agreed between all Councillors present that Alan Haslam is now Chairman of the Council. His signed acceptance of office was given to the Clerk. It was also agreed that Cllr. Elliott will now become Vice-Chairman. | |  |
| **2** | **Minutes of the meeting on April 5th 2017** | | The minutes were agreed as a true record and signed accordingly | |  |
| **3** | **Policies for Review** | | iii) DE has already reviewed the standing orders: he will collate all ideas to be discussed at the June meeting.  iv) Code of Conduct, Complaints Policy, Financial Regulations: to be reviewed by all Councillors before the June meeting.  v) Terms of reference for the Playing Field and Village Hall Committee’s to be updated: ER to update Playing field, AH to update village hall. EM to contact Kate Baugh re: NDP committee terms of reference.  vii) Asset Register: EM to update & circulate: to add play equipment, gang mower, laptop & phone box.  ix)Insurance Policy: AH has reviewed and queried? Public liability cover: EM to establish ASAP.  x) The Council agreed to keep membership of GAPTC and GPFA: EM to circulate information about the Council Foundation Award Scheme: this would require joining NALC: to be discussed at the June meeting.  xiv) FOI and Data Protection: covered in Standing Orders.  xv) EM to circulate the Publication Scheme Policy to all Councillors to be discussed at the June meeting.  xvi) Clerks hours worked and annual pay increase: were discussed after the meeting in a closed session. It was agreed to increase the Clerks paid hours to 6 a week. She will also have the annual increase from 1st April 2017 of 1 salary point, as per her contract of employment. ACTION: EM to re-draft contract for Chairman to check and sign at next and to contact Payroll for necessary changes.  xvii) A full discussion took place surrounding the meeting schedule ? should the number of meetings be reduced to allow more time for action and make more efficient use of the Clerk as suggested by DE. It was decided to continue meeting on the first Wednesday of every month excepting January and August as currently done.  The usual Parish Meeting then commenced and the details under separate minutes. | | **DE/AH/**  **GC/ER**  **DE/AH/**  **GC/ER**  **ER/AH/**  **EM**  **EM**  **EM**  **EM**  **ER/AH**  **GC/DE**  **EM**  **EM** |

Signed:.......................................Chairman. Date:..............................