

**MINUTES OF THE ANNUAL GENERAL MEETING OF UTKINTON & COTEBROOK
PARISH COUNCIL**

held at UTKINTON VILLAGE HALL on Tuesday, 8th May 2018 at 7.00pm

Present: Cllrs. F. Tunney (Chair), R. Barnes, A. Needham, I. Priestner, G. Stewart. A Harvey, J Hughes,
T Burford

In attendance: A Langford – Clerk
Cllr. E. Moore-Dutton – CWAC

18.05.01 Appointment of Chairman

Resolved: that Cllr. F Tunney be appointed Chairman for the ensuing year and the relevant completed and signed declaration of office be received.

Proposed: Cllr Stewart; seconded: Cllr Hughes

Cllr. Tunney took the Chair.

18.05.02 Apologies for Absence

Resolved: that apologies received from Cllr Parker

18.05.03 Appointment of Vice Chairman

Resolved: that Cllr. G. Stewart be appointed Vice Chairman for the ensuing year and the relevant completed and signed declaration of office be received.

Proposed: Cllr Barnes; seconded: Cllr Harvey

Cllrs were asked to consider being Vice Chairman next year.

18.05.04 Acceptance of Office and Declarations of Interest

Resolved: that

- a) all declarations of acceptance of office would be as previously received
- b) all registrations of interests would be as previously received

18.05.05 Minutes

Resolved: that the minutes of the Annual General Meeting held on 9th May 2017 be noted. There were no matters arising.

18.05.06 Appointment of Committees, Terms of Reference and Allocation of Members' Responsibilities

Resolved: that

- a) As per AGM Minutes for 2017 all existing working groups are still in place, two have been added:
 'Forest School' – led by Cllr Hughes &
 'Finance Working Group – Cllrs Harvey & Hughes & the Clerk

- b) Additional member' individual responsibilities be allocated as follows:
 Cllr. Tunney – Website and Facebook Page

- c) Membership of Outside Bodies – Cllr Tunney (Cheshire Association of Local Councils (ChALC) & Cllr Needham Campaign to Protect Rural England (CPRE)

18.05.07 Annual Subscriptions

Resolved: that the following annual subscriptions for 2018/2019 be agreed and paid:

ChALC	£219.96}
Mid-Cheshire Footpath Society	£ 8.00}
Cheshire Community Action	£ 20.00}

Information Commissioner	£ 35.00
Currys PC World	£102.00
Society of Local Council Clerks	£ 84.00
Cheshire County Playing Fields Association	£ 18.00

Cllr Tunney gave a brief overview about the role of ChALC and it was requested that they were invited to a Parish Council meeting to explain their roles & responsibilities.

Actions: Cllr Priestner to visit Mid-Cheshire Footpath Society. Clerk to provide details
Cllr Tunney to look into whether we benefit from our subscription to Cheshire County Playing Field Association and discuss at the next Parish Council meeting.
Cllr Tunney & Clerk to agree which meeting to invite ChALC to and issue invite.

18.05.08 Bank Signatories

Resolved: that the bank signatories are Cllrs F. Tunney, G. Stewart, A. Needham and A Harvey

18.05.09 Insurance

Resolved: that the insurance quotation from Came & Company be accepted and paid at a premium of £448.48 (this ties the Parish Council into a 3 year agreement with Ecclesiastical). For 2018/19 we will review our insurance providers.

18.05.10 Appointment of Auditor

Resolved: that Mr P Sanders from Book-Keeping and Internal Auditing Services be retained as Internal Auditor for 2018/2019.

18.05.11 Schedule of meetings for 2018/2019

Resolved: that meetings be held as follows:

Tuesdays at 7.30pm alternately at the Cotebrook and Utkinton Village Halls on:

Cotebrook

10th July 2018

9th October 2018

11th December 2018

12th February 2019

9th April 2019

& AGM)

Utkinton

12th June 2018

August (No Parish Council meeting)

11th September 2018

13th November 2018

8th January 2019

12th March 2019

14th May 2019 (inc. Annual Parish/meeting

There being no other business, the meeting closed at 7.40 pm.

Chairman