



Minutes of the Annual Meeting of Handforth Parish Council
held on Tuesday 15th May 2018 at 7:00pm, The Youth
Centre, Old Road, Handforth.

Present: Cllr Samson (Chair of Handforth Parish Council from item 18/13/1), Cllr Smith & Cllr Sullivan

Also present Mr Comiskey Dawson, Parish Clerk
Six members of the public.

18/13/1 To elect a Chair to Handforth Parish Council and sign the declaration of acceptance.

Cllr Smith nominated Cllr Samson, seconded by Cllr Sullivan.

Resolved: Unanimously.

Cllr Samson was duly elected the chair of Handforth Parish council and signed the declaration of acceptance.

18/13/2 To receive apologies for absence.

Apologies received from Cllrs Burgess, Clark, Thompson & Tolver.

18/13/3 To note Declarations of interest and requests for dispensation to discuss, or discuss and vote on a matter in which a Member or co-opted Member has a Disclosable Pecuniary or non-pecuniary interest (DPI).

None.

18/13/4 Open Forum- Comment and questions concerning items on this agenda may be put to the Council by the public during this period. Matters which, in the Chairman's view require debate and/or a discussion will be referred to the next Committee/Council meeting, as appropriate. The Public Forum is restricted to 15 minutes, unless the Chairman allows otherwise.

Chair.....Date.....

A resident enquired as to the process of council appointing a representative to an outside body. The clerk informed him that any body seeking a representative from the parish council should contact the clerk with an official invitation to invite a representative, and a councillor would be nominated by HPC and elected to represent HPC to that body.

A resident enquired as to whether the council was quorate, the clerk responded to confirm that the council is quorate under Standing Order 1X.

18/13/5

To elect a vice chair to Handforth Parish Council.
Cllr Sullivan nominated Cllr Smith, seconded by Cllr Samson.

Resolved: Unanimously.

Cllr Smith was duly elected vice chair of Handforth Parish Council and signed the declaration of acceptance.

18/13/6

To elect members to the following committees, groups and outside bodies:

The Finance Committee

Nominations received for the Finance committee were Cllrs Samson, Smith & Sullivan.

Cllr Smith proposed, seconded by Cllr Samson to accept the nominations of these councillors to form the finance committee.

Resolved: Unanimously.

The Planning and Environment Committee

Nominations received for the Planning and Environment committee were Cllrs Samson, Smith & Sullivan.

Cllr Sullivan proposed, seconded by Cllr Samson to accept the nominations of these councillors to form the Planning and Environment committee.

Resolved: Unanimously.

The Employment Committee

Nominations received for the Employment committee were Cllrs Samson, Smith & Sullivan.

Cllr Smith proposed, seconded by Cllr Samson to accept the nominations of these councillors to form the Employment committee.

Chair.....Date.....

Resolved: Unanimously.

The Hampers of Hope Working Group

Cllr Sullivan proposed, seconded by Cllr Smith to dissolve the Hampers of Hope working group.

Resolved: Unanimously.

The Devolution and Assets Transfer Working Group

Nominations received for the Devolution and Assets Transfer Working Group were Cllrs Smith & Sullivan. Cllrs also proposed to invite any interested residents from Handforth to join this working group.

Cllr Samson proposed, seconded by Cllr Sullivan to accept the nominations of these councillors to join the Devolution and Assets Transfer Working Group.

Resolved: Unanimously.

The Standing Orders Working Group

Cllr Smith proposed, seconded by Cllr Sullivan to dissolve the Standing Orders Working Group.

Resolved: Unanimously.

Manchester Airport Representative

Cllr Smith proposed, seconded by Cllr Samson that Cllr Sullivan be the councils Manchester Airport Representative.

Resolved: Unanimously.

Police Liaison

Nominations received for Police Liaison were Cllrs Samson & Sullivan. Cllr Smith proposed, seconded by Cllr Samson to accept the nominations of these councillors to be Police Liaison.

Resolved: Unanimously.

SK9 Youth Group Representative

Cllr Samson proposed, seconded by Cllr Smith to dissolve the position of SK9 Youth Group Representative.

Resolved: Unanimously.

18/13/7 To confirm the Council's eligibility criteria to exercise the General Power of Competence. Two criteria must be met: two thirds of members are elected and the Council has a CiLCA qualified clerk.

The council confirmed its eligibility criteria, as above to exercise the general power of competence.

18/13/8 To review the council's level of insurance provision.

The clerk and chair of the finance committee have reviewed the council's level of insurance provision and it is commensurate with the level of turnover of the council and the council's asset register is up to date and has been used by the insurance provider to provide the 18/19 years premium. Cllr Sullivan proposed, seconded by Cllr Smith that the council's level of insurance provision is adequate.

Resolved: Unanimously.

18/13/9 To review and agree the Parish Council's 2018/19 Risk Assessment.

The clerk and chair of the finance committee have reviewed and where necessary updated the council's risk assessment. The latest requirements for GDPR have also been updated. Cllr Smith proposed, seconded by Cllr Samson to agree the parish council's 2018/19 risk assessment.

Resolved: Unanimously.

18/13/10 To receive and respond to the internal auditors report.

Points raised from the internal auditors report were:
1. Ensure necessary compliance for upcoming changes to GDPR legislation.
2. Review medium term three year contract periods.
3. Ensure the parish council's account package can expand to an income and expenditure basis once turnover exceeds £200,000.00 annually.

Cllr Sullivan proposed, seconded by Cllr Smith to accept the internal auditors report.

Resolved: Unanimously.

18/13/11 To elect a Chair to the Council's Finance Committee.

Chair.....Date.....

Cllr Sullivan nominated Cllr Smith, seconded by Cllr Samson.

Resolved: Unanimously.

18/13/12 To elect a Vice Chair to the Council’s Finance Committee.

Cllr Smith nominated Cllr Sullivan, seconded by Cllr Samson.

Resolved: Unanimously.

18/13/13 To elect a Chair to the Council’s Planning and Environment Committee.

Cllr Samson nominated Cllr Sullivan, seconded by Cllr Smith.

Resolved: Unanimously.

18/13/14 To elect a Chair to the Council’s Employment Committee.

Cllr Smith nominated Cllr Sullivan, seconded by Cllr Samson.

Resolved: Unanimously.

18/13/15 MOTION: To review and adopt the incorporation of the new member code of conduct into the Council’s Standing Orders.

Cllr Smith proposed, seconded by Cllr Samson to adopt the new member code of conduct into the Council’s Standing Orders.

Resolved: Unanimously.

18/13/16 To review the Council’s Financial Regulations.

Cllr Samson proposed, seconded by Cllr Smith to retain the current council financial regulations without amendment.

Resolved: Unanimously.

The meeting closed at 7:24pm.

Chair..... Date.....

Chair.....Date.....