



DILHORNE PARISH COUNCIL

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Chair of the Council: Mr David Bateman

Parish Clerk: Mrs Lynn Cantlay

Minutes of the **ANNUAL ASSEMBLY** held on Tuesday 16th May 2017
at Dilhorne Recreation Centre 7.15 pm.

Present: Cllrs. Bateman, Horvath, Carnall, Miller

Apologies: Cllr Wright

Members of the Public – Trevor Brassington, Michael Finney, Chad Bloor,
Pauline Adams

1. **APOLOGIES FOR ABSENCE**

Cllr Wright

2. **ELECTION OF OFFICERS**

Chair – Cllr Bateman was nominated by Cllr Horvath, seconded by Cllr Carnall and was duly elected Chair.

Vice-Chair – Cllr Carnall was proposed by Cllr Bateman, seconded by Cllr Horvath was duly elected Vice-Chair.

Deputy Vice Chair – Cllr Horvath was proposed by Cllr Carnall, seconded by Cllr Millar and was duly elected a Deputy Vice Chair.

Monitoring Financial Officer – Cllr Millar was proposed by Cllr Bateman, seconded by Cllr Horvath and was duly elected.

3. **MINUTES: -**

Last year's minutes were signed and approved at the June 2016 meeting.

4. **ELECTION OF REPRESENTATIVES: -**

Recreation Centre –

Cllr Carnall was elected as representative. All agreed.

Staffs Moorlands Parish Assembly –

Cllrs Bateman, Horvath and Millar were elected as representatives. Cllr Bateman has voting power. All Councillors can attend but only two will be allowed to sit in the Chamber, extras to sit in public area. All agreed.

Any other Committees

To be decided as and when necessary.

Minutes are draft until agreed and signed at next meeting

Signed

Date 13th June 2017

5. **REVIEW OF INSURANCE COVER**

The 3 year LTA ended this year therefore a new new insurance cover needs putting in place. Information from brokers, Came & Company recommended Inspire and it was unanimously agreed to go with their recommendations and to enter into a 3 year LTA agreement with the premium of £280.00 per annum. Clerk to arrange this and payment via internet to be sent by renewal date 1st June 2017.

6. **REVIEW OF RISK ASSESSMENT**

Clerk had reviewed this and no amendments were necessary.

7. **PRESS/OUTSIDE AGENCY LIAISON**

All contact from the Press should be directed to firstly the Chair, Cllr Bateman and secondly to the Clerk should Cllr Bateman be unavailable. However, before any statement is made all Councillors to be contacted for approval.

8. **MEETING DATES FOR 2017-18**

Meetings will take place on 3rd Tuesday of the month excluding August, when there is no meeting, unless otherwise agreed at the previous meeting. A list of dates was given to all Councillors and a copy to be placed on notice boards and on the website.

9. **BANK SIGNATORIES**

There are four signatories for the bank accounts – Cllr Wright, Bateman and Horvath and Mrs L Cantlay (Clerk). Two signatures are required on all cheques and cheque stub to be initialled by those who sign the cheque.

BASC payment allowed but to be approved at meeting prior to payment leaving the account - this to remain unchanged.

10. **CHAIRS REPORT**

Cllr Bateman summed up the year and thanked D Cllr Roberts, the Parish Councillors and the Clerk for their work during this year. He also acknowledged the work of Bill Day who retired after 16 years as our County Councillor and welcomed Ross Ward as our new County Councillor, we look forward to a good working relationship in the future.

There was no other business and the meeting closed at 7.35pm

Minutes are draft until agreed and signed at next meeting

Signed

Date 13th June 2017