



# DILHORNE PARISH COUNCIL

The Gables, 504 Weston Road,  
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Website: www.dilhorneparishcouncil.co.uk

Chair of the Council: Mr David Bateman

Parish Clerk: Mrs Lynn Cantlay

**Minutes** of the **ANNUAL ASSEMBLY** held on Tuesday 24<sup>th</sup> May 2016  
at Dilhorne Recreation Centre 7.15 pm.

**Present:** Cllrs. Bateman, Horvath, Wright  
C. Cllr Day

**Apologies:** Cllr Carnall, Cllr Hancock

**Members of the Public** – M Spooner, L Martin

1. **APOLOGIES FOR ABSENCE**

Cllrs Carnall and Hancock

2. **ELECTION OF OFFICERS**

**Chair** – Cllr Bateman was nominated by Cllr Horvath, seconded by Cllr Wright 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 Wright, seconded by Cllr Bateman and was duly elected a Deputy Vice Chair.

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

3. **MINUTES: -**

Last year's minutes were signed and approved at the June 2015 meeting.

4. **ELECTION OF REPRESENTATIVES: -**

**Recreation Centre** –

Cllr Carnall was elected as representative. All agreed.

**Staffs Moorlands Parish Assembly** –

Cllrs Bateman and Horvath were elected as representatives. Cllr Bateman has voting power. All agreed.

**Any other Committees**

To be decided as and when necessary.

Minutes are draft until agreed and signed at next meeting

Signed .....

Date 28<sup>th</sup> June 2016

**5. REVIEW OF INSURANCE COVER**

This is the 3<sup>rd</sup> and final year of the 3 years Long Term Agreement (LTA) insurance with Aviva through Came & Co Parish Councils Insurance - premium £276.49 due on 1<sup>st</sup> June 2016, this is a slight increase due to IPT % increase. Clerk to arrange payment via Internet Banking.

**6. REVIEW OF RISK ASSESSMENT**

This was reviewed and no amendments were made.

**7. ADOPTION OF COMPLAINTS PROCEDURE**

Clerk had supplied Councillors with Complaints Procedure document and it was unanimously agreed that this document was adopted by the Parish Council.

**8. PRESS/OUTSIDE AGENCY LIAISON**

All agreed for the Chair to be the primary contact, with Clerk as secondary.

**9. MEETING DATES FOR 2016-17**

Meetings will take place on 3<sup>rd</sup> Tuesday of the month excluding August when there is no meeting and in December when it is held on the 2<sup>nd</sup> Tuesday unless otherwise agreed at the previous meeting. A list of dates given to all Councillors and a copy to be placed on notice boards and on the website.

**10. 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 - this to remain unchanged.

**11. CHAIRS REPORT**

Cllr Bateman read out the report covering 2015/16.

There was no other business and the meeting closed at 7.25pm

Minutes are draft until agreed and signed at next meeting

Signed .....

Date 28<sup>th</sup> June 2016