



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 2018
at Dilhorne Recreation Centre 7.15 pm.

Present: Cllrs. Bateman, Horvath, Carnall, Wright, Challinor

Apologies: C. Cllr Ward

Members of the Public – Trevor Brassington, Michael Finney

1. **APOLOGIES FOR ABSENCE**

C Cllr Ward

2. **ELECTION OF OFFICERS**

Chair – Cllr Bateman was nominated by Cllr Carnall, seconded by Cllr Challinor 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 Bateman and was duly elected a Deputy Vice Chair.

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

3. **MINUTES: -**

Last year's minutes were signed and approved at the June 2017 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 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**

This is the 2nd year LTA. There is a slight increase in the premium due to increase in the IPT rate, payment is £285.60. Clerk to arrange 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, C. Cllr Ward, the Parish Councillors and the Clerk for their work during this year.

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

Minutes are draft until agreed and signed at next meeting

Signed

Date 13th June 2017