



# 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 21<sup>st</sup> May 2019  
at Dilhorne Recreation Centre 7.15 pm.

**Present:** Cllrs. Bateman, Horvath, Challinor, D Cllr Roberts, C Cllr Ward

**Apologies:** None

**Members of the Public** – Trevor Brassington, Malcolm Spooner

## 1. **APOLOGIES FOR ABSENCE**

## 2. **ELECTION OF OFFICERS**

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

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

**Deputy Vice Chair** – The Parish Councillors unanimously agreed to suspend this position

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

## 3. **MINUTES: -**

Last year's minutes were signed and approved at the June 2018 meeting.

## 4. **ELECTION OF REPRESENTATIVES: -**

### **Recreation Centre –**

This position was not filled and will be discussed during the ordinary May meeting.

### **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 18th June 2019

5. **REVIEW OF INSURANCE COVER**

This is the 3rd year LTA. There is a slight increase in the premium due to increase in the IPT rate, payment is £294.17. Clerk to arrange payment via internet to be sent by renewal date 1<sup>st</sup> June 2019.

6. **REVIEW OF RISK ASSESSMENT**

Clerk had reviewed this and advised that no amendments were necessary. All Councillors were given a copy.

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 2019-19**

Meetings will take place on 3<sup>rd</sup> 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. Currently on bank mandate are – Cllr Bateman and Cllr Horvath and Mrs L Cantlay (Clerk). Also on is Christina Wright and as she is no longer a Councillor she is to be removed from the bank mandate. Two signatures are required on all cheques and cheque stub to be initialled by those who sign the cheque. It was agreed that Financial Orders are to be revised to state three signatories on bank mandate from May 2019. Clerk to advise bank that Christina Wright is to be removed from the manadate.

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 7.30pm

Minutes are draft until agreed and signed at next meeting

Signed .....

Date 18th June 2019