



Chairman: Councillor Lynda Baker Oliver

# WATERS UPTON PARISH COUNCIL

Clerk to the Council:  
Katrina Baker MBE

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Minutes of the Annual General Meeting of Waters Upton Parish Council which took place on **Wednesday 8<sup>th</sup> May 2019** at 7.30p.m. in **Waters Upton Village Hall**.

**PRESENT:** Councillors:

J Quin  
T Revitt  
H Roberts  
B Rothwell  
E Thomas

**In attendance:**

Katrina Baker (Clerk)  
7 Members of the public

**19/3677 WELCOME**

Councillor Thomas, Vice Chairman (18/19) opened the meeting and thanked everyone for attending. She welcomed Councillors H Roberts and J Quin to their first meeting, since the elections on 2<sup>nd</sup> May 2019.

**19/3678 CHAIRMAN'S REPORT**

Lynda Baker Oliver had presented her annual report to the Annual Parish Meeting in April and a copy will be included in the Parish Magazine.

Lynda had retired from the Parish Council after nearly 33 years in office.

**19/3679 DECLARATIONS OF ACCEPTANCE OF OFFICE**

Members read and signed their Declarations of Acceptance of Office, all witnessed by the Clerk, as the Proper Officer of the Council.

All Members are required to complete a new Disclosure of Pecuniary Interests, which would be published on the TWC website and the Parish Council website, as public documents.

**19/3680 ELECTION OF CHAIRMAN**

It was proposed by Councillor Revitt and seconded by Councillor Thomas that Councillor Rothwell be elected as Chairman for 2019/20. All were in favour and thus it was

**RESOLVED that Councillor B Rothwell be Chairman of Waters Upton Parish Council for 2019/20.**

**19/3681 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Rothwell thanked Members for their support and confidence and read and signed the Declaration. This was confirmed by the Clerk, as the Proper Officer of the Council.

**19/3682 APOLOGIES**

Councillor J Griffin                      Family Commitments                      Accepted

It was proposed by Councillor Revitt and seconded by Councillor Thomas, all were in favour and it was

**RESOLVED that the apologies be accepted.**

**19/3683 ELECTION OF VICE CHAIRMAN**

It was proposed by Councillor Rothwell and seconded by Councillor J Quin that Councillor Revitt be Vice Chairman for 2019/20. All were in favour and thus it was

**RESOLVED that Councillor Terry Revitt be Vice Chairman of Waters Upton Parish Council for 2019/20.**

**19/3684 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Revitt read and signed the Declaration, this was confirmed by the Clerk, as the Proper Officer of the Council.

**19/3685 MINUTES OF THE 2018 ANNUAL GENERAL MEETING**

It was proposed by Councillor Thomas and seconded by Councillor Revitt that the Minutes of the 2018 Annual General Meeting be signed as a true record. All were in favour and thus it was

**RESOLVED that the Minutes be signed as a true record.**

**19/3686 MATTERS ARISING**

None

**19/3687 REPRESENTATIVES ON OUTSIDE BODIES**

SALC and WAC	Councillor Rothwell
BUS USER GROUP	The Clerk
SNOW WARDEN	Councillor Roberts
TREE WARDENS	Becky Eade & Gill Williams
HIGHWAYS LIAISON	Chairman and Councillor Roberts
CPRE	Councillor Thomas
RURAL FORUM	All
WET3P	Councillor Griffin

**RESOLVED that the above representatives will be elected for 2019/20.**

**19/3688 REMUNERATION REPORT**

The Clerk presented a report which confirmed that no Members had claimed remuneration within the 2018/19 financial year. The Chairman had not claimed the Chairman's Allowance. Thanks were extended to all members for continuing to undertake the duties for no remuneration and for their commitment to serving the community of Waters Upton Parish.

The scheme would continue in its current format for 2019/20.

**19/3689 STANDING ORDERS AND FINANCIAL REGULATIONS**

Updated Standing Orders and Financial Regulations had been included in the Councillors files. It was proposed by Councillor Thomas and seconded by Councillor Roberts that they be adopted for 2019/20. All were in favour and thus it was

**RESOLVED that the Standing Orders and Financial Regulations, dated May 2019, be adopted for the 2019/20 financial year.**

**19/3690 ASSET REGISTER**

The Clerk presented the Asset Register, dated March 2019, which indicated the current value of the Parish Centre as £430,000, with the addition of the other assets, bus shelter, waste bins, play equipment and telephone box, the total asset value is £432,201.

**CONFIRMATION OF BANKERS, SIGNATORIES AND AUDITOR**

Members confirmed that the Parish Council would continue to bank with TSB and have an investment account at Nationwide Building Society.

Littlejohns LLP have been appointed as the Auditors by the Audit Commission.

Cheques will be signed by two signatories within the terms of the financial regulations. It was proposed by Councillor Rothwell and seconded by Councillor Thomas that Mrs Lynda Baker Oliver be asked to countersign cheques until the new bank mandate has been agreed.

Councillor Thomas and Councillor Rothwell are to be added as signatories, with Councillor Griffin.

Councillor B Rothwell would continue as the Parish Council's Internal Council Auditor.

**19/3691 SUBSCRIPTIONS**

The Clerk will be a member of the Society of Local Council Clerks, Members agreed to fund 25% of the total cost.

Members confirmed the subscriptions to SALC, Scribe and CPRE.

The above were proposed by Councillor Revitt and seconded by Councillor Thomas, all were in favour and thus it was

<b>RESOLVED that Waters Upton Parish Council subscribes to SLCC (25%), Scribe, CPRE and SALC.</b>
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**19/3692 MEETING SCHEDULE**

Members agreed the meeting schedule, as circulated, with Full Council meetings taking place on the 4<sup>th</sup> Wednesday of the month, except in August. Additional meetings may be necessary. This will be added to the website.

There being no further business, the Chairman closed the meeting at 7.47pm.

Signed .....Date .....