

Tanworth-in-Arden Parish Council

Minutes of the Annual Meeting meeting held on Thursday 16th May 2024, at Tanworth in Arden Village Hall

Present Members: Councillor Chaudry (Chair), Councillor Saunders (Vice-Chair), Councillor Cunningham, Councillor Brougham, Councillor Lines, Councillor Muntz, and Councillor Willmott. Councillor Ross was present from Item 11 onwards.

In attendance: Sarah Barnes (Deputy Clerk) Hayli Jennings (Locum Clerk; taking minutes)

2 members of the public joined the meeting, including District Cllr Organ and County Cllr Shenton.

Cllr Chaudry opened the meeting at 7:00pm.

AM/24/01 Election of a Chair and Declaration

RESOLVED: Cllr Willmott proposed that Councillor Chaudry be appointed as Chair of the Parish Council, seconded by Cllr Saunders and all were in favour

AM/24/02 Election of a Vice-Chair and Declaration

RESOLVED: Cllr Chaudry proposed that Councillor Saunders be appointed as Vice-Chair of the Parish Council, seconded by Cllr Willmott and all were in favour

AM/24/03 Apologies

Apologies received from Cllr Cowan and Cllr Franks, Cllr Ross was delayed.

AM/24/04 Declarations of Interest

No declarations of interest were received nor declared.

AM/24/05 Council Committees

RESOLVED: The following Councillors, and members of the public were appointed to Committees and the committee terms of reference for the each were agreed.

<u>Planning Committee</u>	<u>Staffing Committee</u>	<u>Finance Committee</u>	<u>Road Safety and Speeding</u>
Cllr Ross	Cllr Chaudry	Cllr Willmott	Cllr Saunders
Cllr Cunningham	Cllr Muntz	Cllr Lines	Cllr Ross
Cllr Brougham	Cllr Ross	Cllr Chaudry	M. Knightley
Cllr Saunders	Cllr Cunningham	Cllr Cunningham	J. Shaylor
			S. Gaston
			S. Jones

Cllr Chaudry proposed the Planning Committee have delegated authority to appoint their Chair. Cllr Willmott seconded and all were in favour.

Cllr Muntz proposed Cllr Chaudry chair the Staffing Committee, seconded by Cllr Cunningham and all were in favour.

Cllr Chaudry proposed Cllr Willmott to chair the Finance Committee. Cllr Lines seconded and all were in favour.

Cllr Chaudry proposed M. Knightley to continue to chair the Road Safety and Speeding Committee. Cllr Lines seconded and all were in favour.

AM/24/06 Appointment to Working Parties

RESOLVED: Cllr Chaudry proposed the Street Lighting, Play Area and ASB Working Parties will continue, and all were in favour.

AM/24/07 To appoint a Tree Officer(s)

RESOLVED: Cllr Chaudry proposed that the Tree Officer position within the Parish Council be removed. Cllr Saunders seconded and all were in favour

AM/24/08 To agree Banking Signatories

RESOLVED: Cllr Chaudry proposed that the current bank signatories, Cllr Willmott, Cllr Chaudry, Cllr Cunningham and Cllr Lines remain as signatories with Unity Trust Bank and that L Ryder's access be removed. Cllr Cunningham seconded and all were in favour.

AM/24/09 Asset Register

The Asset Register has been updated and circulated, with the removal of the noticeboards and addition of items such as Wheelbarrow and Grit Bin.

RESOLVED: Cllr Willmott proposed that the circulated register required the Community Notice Board by Earlswood Shop to be removed as it was no longer an asset of the Parish Council, and with that amendment would be a true and accurate record of assets, Cllr Cunningham seconded the motion and all were in favour.

AM/24/10 Subscriptions

RESOLVED: Cllr Willmott proposed that the council continue to subscribe to the following annual subscriptions, WALC (inc NALC) Society of Local Council Clerks, Shakespeare Line & CPRE. Councillor Saunders seconded and all were in favour.

Cllr Ross joined the meeting at 19:15.

AM/24/11 Direct Debits

RESOLVED: Cllr Willmott proposed that the council continue with the following Direct Debit Arrangements – Direct Copiers (Printer) Fortress (Refuse Collection for Park) Inty (Microsoft 365) Nest (Deputy Clerk Pension) Npower (Footpath Lighting) BT (Landline) and Unity (Bank Charges.) Councillor Lines seconded this and all were in favour.

AM/24/12 Deeds

RESOLVED: Cllr Willmott proposed that all deeds and trust instruments of the Council remain at the Warwick Records Office. Cllr Cunningham seconded and all were in favour.

AM/24/13 Council Governance

13.1. Council Standing Orders

RESOLVED: Cllr Cunningham proposed that the amended Standing Orders be adopted, Cllr Willmott seconded and all were in favour.

13.2. Council Financial Regulations

RESOLVED: Cllr Muntz proposed that the amended Financial Regulations be adopted, Cllr Cunningham seconded and all were in favour.

13.3. Council Code of Conduct

RESOLVED: Cllr Willmott proposed that Code of Conduct be re-adopted. Cllr Muntz seconded and all were in favour.

13.4 Scheme of Delegation

RESOLVED: Cllr Muntz proposed that Scheme of Delegation be adopted. Cllr Saunders seconded and all were in favour.

AM/24/14 Dispensations

RESOLVED: Cllr Saunders proposed that Dispensation Policy be re-adopted, Cllr Muntz seconded and all were in favour.

AM/24/15 Meetings 2024/2025 The following dates and venue for Council meetings for the rest of the year were put forward.

18th April 2024	Earlswood Village Hall	17th October 2024	Tanworth in Arden Village Hall
16th May 2024	Tanworth in Arden Village Hall	21st November 2024	Earlswood Village Hall
20th June 2024	Earlswood Village Hall	16th January 2025	Tanworth in Arden Village Hall
18th July 2024	Tanworth in Arden Village Hall	20th February 2025	Earlswood Village Hall
19th September 2024	Earlswood Village Hall	20th March 2025	Tanworth in Arden Village Hall

No meetings to be scheduled for August and December 2024.

RESOLVED: Cllr Muntz proposed the calendar of meetings be agreed, Cllr Lines seconded and all were in favour.

The Chair closed the meeting at 19:26.