

MURTON PARISH COUNCIL

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MINUTES OF ANNUAL MEETING OF MURTON PARISH COUNCIL 11 May 2015

Present: Steve Atkinson, Barbara Govan, Debbie Hewitt, Anne King, Pat Laverty, Tina Longstaff, Frank Price (Retiring Chairman), Alan Taylor & two members of the public

- 17/15 Apologies for Absence**
No apologies had been received.
- 18/15 Signing of Acceptances of Office**
New Parish Councillors Debbie Hewitt and Tina Longstaff were welcomed to the PC.
All new and returning councillors signed the Acceptance of Office forms.
- 19/15 Election of the Chair and Vice Chair**
Nomination for Chair: Cllr Govan
Proposed: Cllr Laverty; Seconded: Cllr Atkinson. Decision: Unanimous.
Nomination for Vice Chair: Cllr Laverty.
Proposed: Cllr King; Seconded: Cllr Longstaff. Decision: Unanimous.
Resolved: That Cllrs Govan and Laverty serve as Chairman and Vice Chairman respectively and would be signatories for the PC bank account.
- 20/15 Declarations of Interest -** To receive declarations, by elected members, of disclosable personal or pecuniary interests in respect of items on this Agenda and the Ordinary Meeting Agenda.
No declarations of personal or pecuniary interests, by elected members, in respect of items on this Agenda or the Ordinary Meeting Agenda were received.
- 21/15 Minutes**
Resolved: that the minutes of the Annual Meeting held on 6 May 2014 be signed by the meeting Chairman as a true record.
- 22/15 Review of Procedures:**
- 22/15/1 Standing Orders (Appendix 1)**
No changes had been made to the Standing Orders since the previous Annual Meeting.
- 22/15/2 Financial Regulations (Appendix 2)**
No changes had been made to the Financial Regulations since the previous Annual Meeting.
- 22/15/3 Transparency Code for Smaller Authorities (Appendix 3)**
The introduction of this code was noted. The key implications for the PC are:
The 2014/15 audit process continues as in previous years.
The 2015/16 audit process continues as in previous years although the PC must set the deadlines and dates.
The PC must appoint its own auditor for the 2017/18
By 1 July 2015 the PC must publish online various items, ie agendas, minutes, financial information.
A parish website had been created (www.murton.org.uk) and Frank Price volunteered to post the necessary documents on the website once the Clerk had drafted the text. Ex-Cllr Price was thanked for volunteering to undertake this task.

Signature 
Chair, Murton Parish Council

Date of Meeting
09/05/2016

- 22/15/4 Complaints Procedure, Procedure for Handling Requests made under the Freedom of Information Act 2000 & Requests made under the Data Protection Act 1998, Procedure for Dealing with the Press/media (Appendices 4,5,6 & 7)**
It was noted that no changes have been made to the current procedures since the previous Annual Meeting.
The Clerk reported that, having attended a workshop on Data Protection run by the Information Commissioner's Office, it was apparent that Murton Parish Council was not fully compliant with the legislation. The Clerk undertook to register the PC with the ICO and review the situation with Cllr Hewitt.
- 23/15 Review of Arrangements with other Local Authorities and Review of Contributions made**
It was noted that there are currently no financial arrangements with other local authorities.
- 24/15 Review of Inventory of Land and Assets, Buildings and Office Equipment (Appendix 8)**
It was noted that the bench bought for the Middle Green would not be erected until the area had been tidied.
- 25/15 Review of Representation on or Work with External Bodies and Reporting Arrangements**
The PC is still a member of the Heart of Eden Development Trust of which Ex-Cllr Price continues to be the Chair. Cllr Price reported that the Trust could be dissolved soon and that funds would be shared out amongst the ten member parishes. He will continue to report to the PC.
- 26/15 Review and Confirmation of Arrangements of Insurance Cover**
The three insurance providers the Clerk had contacted had not yet responded to the request for quotes. The current provider, AON, has provided the lowest cover in recent years and offers a discount for a three year commitment to their cover.
Resolved: that if the Clerk was unable to get 3 quotes, and the AON 3 year renewal quote was acceptable, that the PC would accept the Chair's action to accept the AON three year renewal quote.
- 27/15 Review of Memberships**
Resolved: that the annual subscription for membership to CALC be renewed - £130.00.
- 28/15 To set the Dates, Times and Place of Ordinary Meetings for the Year Ahead**
Resolved: that Ordinary PC meetings will be held at 7.30 pm at Murton Institute (unless stated otherwise) on the following dates:
- | | |
|-------------------------------------------------------|---------------------------|
| Monday 3 August 2015 (Appleby Golf Club) | Monday 2 November 2015 |
| Monday 2 February 2016 | Annual Parish Meeting – |
| | Monday 7 March 2016 (tbc) |
| Monday 9 May 2016 - Ordinary & Annual Council Meeting | |

The meeting closed at 8.00 pm

A LARGE PRINT VERSION OF THESE MINUTES IS AVAILABE ON REQUEST, FROM THE PARISH CLERK

Signature 
Chair, Murton Parish Council

Date of Meeting

09/05/2016