



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Clerk : Gill Bailey : email clerk@henley-in-arden-pc.gov.uk

The Minutes of the Annual Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 22nd May 2017 at 7.00 pm in the Henley in Arden Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), John Garner, David Broadbent, Peaches Melhuish, Peter Crathorne, Peter Cornford, Mike Wilmott, Lorraine Taylor-Green, District Cllr Stephen Thirlwell and County Cllr John Horner.

In Attendance: 6 members of the public.

1. Election of Chairman and to receive Chairman's Declaration of Acceptance of Office

- The Chair took the chair for the first part of the meeting and asked if there were any nominations to stand as Chair for the year. Cllr Jackson proposed that Cllr Leech continue in his present capacity as Chair. This motion was seconded by Cllr Cornford and carried unanimously. The Chair signed his Declaration of Office and handed it to the Clerk, who also signed the document as Proper Officer.

2. Apologies for absence and acceptance of Apologies

- The following apologies were received and accepted: Cllrs Heather Hemus and Jayne Bridges

3. Declarations of Interest and Dispensations

- The Chair asked if Councillors had any interests to declare. No interests were declared for this meeting.

4. Election of Vice-Chairman

- The Chair said that he would like to nominate Cllr Liz Jackson as Vice- Chair. This motion was seconded by Cllr Melhuish and carried unanimously. Cllr Leech went on to say that Cllr Liz Jackson had done an outstanding job over the last year and had helped with legal matters on a pro-bono basis. Cllr Jackson signed her Declaration of Office and handed it to the Clerk, who also signed the document as Proper Officer.

5. Minutes of the meeting held on 16th May 2016 to be approved and signed.

- **It was RESOLVED that the Minutes of the meeting held on 16th May 2016 were confirmed as a true record and signed by the Chair.** This motion was proposed by Cllr Garner, seconded by Cllr Crathorne and the minutes were then unanimously approved by those Councillors who had been present.

6. To agree the dates and venue for the Joint Parish Council Meetings for the year

- The Clerk read out the proposed dates for future JPC meetings and advised that they were published on the web site and there was a hard copy available if anyone who wanted one. She also confirmed that future meetings would be held in the Memorial Hall.

7. Election of Portfolio Holders for Working Parties (Parish Cllr's Responsibilities)

- **Finance & Assets – John Garner**
- **Communications & Events – this WP was disbanded in July 2016.**
- **Children's Facilities – Liz Jackson**
- **Traffic, Parking & Acquisitions – Peter Cornford**
- **Maintenance & Emergency Planning – Peter Crathorne**
- **Planning – David Broadbent and David Tomlinson**
- **It was RESOLVED that the existing portfolio holders would remain the same as the previous year and as indicated above. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.**

- **Neighbourhood Planning Steering Group**
- **Cllr Leech proposed that Mr David Jackson remain as Chair. Cllr Crathorne advised that this Steering Group sits outside the remit of the JPC and reports in to the Town. Cllr Leech confirmed that he would continue to represent the JPC on this Steering Group, as did Cllr Garner and Cllr Broadbent.**

8 To agree cheque signatories and access to bank account details

It was RESOLVED that Cllrs Garner and Leech remain as the main signatories with the Clerk having read-only access. Cllrs Wilmott and Crathorne were also signatories. This motion was proposed by Cllr Wilmott, seconded by Cllr Melhuish and carried unanimously.

9 To agree to review the Asset Register

- The Clerk advised that the Asset Register had been updated to include the projector, screen, strimmer and fire-proof safe and that these items were covered by JPC insurance.

10 To consider, approve and sign the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31st March 2017 prior to submission to the External Auditors, Grant Thornton.

- The Clerk advised that she and Cllr Garner had been working on both the Internal and External Audit over the last few weeks. She confirmed that the accounting documents had been circulated via to members of the JPC.
- The Clerk confirmed that once the documents were approved they would be uploaded to the JPC web site.
- **It was also RESOLVED that the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year to 31st March 2017 be**

approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.

11 To consider, approve and sign the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year 31st March 2017 prior to submission to the External Auditors, Grant Thornton.

- The Clerk confirmed that that the Annual Accounting Statements had been circulated via to members of the JPC and once the documents were approved they would be uploaded to the JPC web site.
- **It was RESOLVED that the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year to 31st March 2017 be approved. This motion was proposed by Cllr Wilmott, seconded by Cllr Melhuish and carried unanimously.**

To confirm the date and time of the next Annual JPC meeting which will be held on Monday 22nd May 2018 commencing at 7.00pm