



## Shenley Parish Council

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY, 14 MAY 2019, AT 7.30PM IN THE VILLAGE HALL, 108 LONDON ROAD, SHENLEY.

**PRESENT:** Councillors Justine Ash, Jonathan Bonn, Nicky Beaton, Rosemary Gilligan, Nigel Heller, Natalie Susman, William Susman and Anthony Spencer.

In attendance: Amanda Leboff, Clerk to the Council

### COMMENCEMENT OF PROCEEDINGS

The Chair, Councillor William Susman formally called the meeting to order and welcomed those present.

#### 1. ELECTION OF CHAIR

Councillor Susman invited nominations for the position of Chair with Councillor Susman being nominated and duly seconded. Following a vote Councillor Susman was duly elected. Councillor Susman confirmed his willingness to act in the capacity of Chairman to the council:-

**RESOLVED** that councillor William Susman be appointed chair of the council for the municipal year 2019/2020.

#### 2. ABSENCE OF MEMBERS AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Susman completed the acceptance of office form for the position of chair which was witnessed by the clerk as proper officer. The remaining Councillors duly signed their acceptance of office forms, which were witnessed by the clerk as proper officer. Apologies for absence were received from Councillors Annie Keen and Gavin O'Sullivan.

Councillor Susman remained in the chair and, in so doing, expressed his appreciation and thanks for the support of all the members of the Parish Council and welcomed all new Councillors and hoped they will enjoy their new roles and would carry out good work for the people of Shenley.

#### 3. ELECTION OF VICE-CHAIR

Nominations for the position of Vice-Chair were invited with Councillor Nigel Heller being nominated and duly seconded. Following a vote Councillor Heller was duly elected. He confirmed his willingness to act in that capacity, and the council:-

**RESOLVED** that Councillor Nigel Heller be appointed Vice-Chair of the council for the municipal year 2019/2020.

#### 4. APPOINTMENT OF COMMITTEES AND WORKING GROUPS

2019/2020

Finance Committee:

The Council;

**RESOLVED**—that a Finance Committee be appointed for the municipal year 2019/2020 comprising the Chair and Vice-Chair of the Council ex-officio, and Councillors Rosemary Gilligan Gavin O’Sullivan and Anthony Spencer.

Allotment Committee

The Council;

**RESOLVED**—that an Allotment Committee be appointed for the municipal year 2019/2020 comprising the Councillors Rosemary Gilligan, Annie Keen and Natalie Susman, together with five allotment holders and a representative of the Shenley and District Horticultural Society.

The Council;

**RESOLVED**—that the following working groups be appointed for the municipal year 2019/2020, which will act in an advisory capacity and will have no decision making powers. They will appoint their own chairs and meet as and when they determine, subject to them reporting to the full Council. They will have full powers to co-opt or consult with any members of the public.

- (I) Future Initiative Working Group comprising Cllrs Justine Ash, Jonathan Bonn, Annie Keen and Natalie Susman.
- (II) Media Working Group comprising of Cllrs Justine Ash, Helen Annie Keen and members Guy Beaton, Nicky Beaton & Dayaram Nakrani.
- (III) Planning Group comprising Cllrs Jonathan Bonn, Rosemary Gilligan and Nigel Heller.
- (IV) Police and Crime including CSP (Community Safety Partnership) comprising of Cllrs Jonathan Bonn, Nigel Heller and Anthony Spencer.
- (V) Youth Committee comprising Cllrs Justine Ash, Natalie Susman and William Susman.
- (VI) Neighbourhood Plan comprising Cllrs Jonathan Bonn, Rosemary Gilligan, Annie Keen Gavin O’Sullivan and William Susman as the Parish Council representatives. Interested individuals can become involved as associate members of the group.

#### 5. APPOINTMENT/NOMINATION OF MEMBERS/REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

The Council;

**RESOLVED** - that the following representatives be appointed/confirmed/ nominated (as appropriate) as the Council’s representatives on the bodies indicated:-

- (I) Shenley Village Hall Management Committee- Councillor Gavin O’Sullivan- 2019/2020

- (II) Shenley Park Trust – Councillors Nigel Heller (the period of office expires May 2023) and Annie Keen (the period of office expires May 2023).
- (iii) Sir Richard Cox’s Charity – Councillors Rosemary Gilligan & Natalie Susman together with Mrs Nicky Beaton and Mrs Liz Trott.

6 FINANCIAL REGULATIONS

Following a proposer and a seconder it was **RESOLVED** to adopt the Financial Regulations for Shenley Parish Council.

7 STANDING ORDERS

Following a proposer and a seconder it was **RESOLVED** to adopt the Standing Orders for Shenley Parish Council.

8 HEALTH AND SAFETY POLICY

Following a proposer and a seconder it was **RESOLVED** to adopt the Health and Safety policy for Shenley Parish Council.

9. INTERNAL FINANCIAL CONTROLS

Following a proposer and a seconder it was **NOTED** that the internal Financial Controls for Shenley Parish Council will be adopted once the bank has moved to one with online banking facilities

10. DIRECT DEBITS

Following a proposer and a seconder it was **RESOLVED** to approve the Direct Debits for Shenley Parish Council.

11. DATES OF MEETINGS OF THE PARISH COUNCIL AND THE PARISH MEETING FOR THE MUNICIPAL YEAR 2019/2020

The Council;

**RESOLVED**—That the following dates of meetings be confirmed for the Municipal Year 2019/2020: (The first Tuesday of the month)

<b>YEAR 2019</b>	<b>YEAR 2020</b>
TUESDAY 14 MAY- <b>ANNUAL PARISH COUNCIL MEETING</b> (2 <sup>ND</sup> TUESDAY DUE TO ELECTION)	TUESDAY 7 JANUARY
TUESDAY 4 JUNE	TUESDAY 4 FEBRUARY
TUESDAY 9 JULY	TUESDAY 3 MARCH - <b>ANNUAL PARISH MEETING</b>
*****	TUESDAY 3 MARCH
TUESDAY 3 SEPTEMBER	TUESDAY 7 APRIL
WEDNESDAY 2 OCTOBER	TUESDAY 5 MAY - <b>ANNUAL PARISH COUNCIL MEETING</b>
TUESDAY 5 NOVEMBER	*****
TUESDAY 3 DECEMBER	*****

(N.B. No Meeting Scheduled For August 2019)

The Meeting terminated at 7.50pm.

15<sup>th</sup> June 2019

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Chairman