

Minutes of Whaddon Parish Council's Annual meeting held on 9th May 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.

Present: Chairman Dr N Strudwick
 Councillors Mr W Burchett (from 7.38pm), Mr L Ginger,
 Mrs J Lewis (from 7.35pm), Mr P Neale, Mrs M Peyton, Mr C Rose
 District Councillors Mr N Cathcart, Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 2 present

- 1.0 Election of the Chairman of the Parish Council (PC) – resolved that Dr N Strudwick be elected as Chairman of the PC. Dr N Strudwick duly signed the Declaration of Acceptance of Office.**
- 2.0 Apologies for Absence – none received.**
- 3.0 Election of the Vice-Chairman of the PC - resolved that Mrs M Peyton be elected as Vice-Chair of the PC.**
- 4.0 Noting of the approved minutes from the last Annual PC Meeting (10th May 2010) – the minutes were noted.**
- 5.0 Standing Committees (Village Hall Management and Fundraising Committee (VHMFC) and Planning Committee):-**
- 5.1 Review of Terms of Reference and Delegation Arrangements for Planning Committee – Resolved: that item 4) Duties, bullet-point 3 be amended from ‘an annual report shall be presented at the PC’s Annual Meeting’ to ‘an annual report shall be produced if requested by the PC.’ Action: the Clerk to amend the Planning Committee Constitution as agreed.**
- 5.2 Receipt of nominations to Planning Committee – Resolved: that the following be appointed to the Planning Committee:**
 Mr L Ginger
 Mr P Neale
 Mrs M Peyton
 Mr C Rose
 There would be one vacancy on the Planning Committee following the resignation of Mr W Burchett from the PC. A new member would be nominated once the PC had recruited a new councillor.
- 5.3 Winding up of the VHMFC – Resolved (1): that the VHMFC be wound up. Resolved (2): that the VHMFC bank accounts are closed and the balances transferred directly to Whaddon Village Hall and Recreation Ground Trust (subject to the confirming with the Cambridgeshire and Peterborough Association of Councils that this could be done). Action: the Clerk to check with CPALC re resolution (2).**
- 6.0 Review of PC Standing Orders and Financial Regulations - reviewed and no changes requested.**
- 7.0 Review of inventory of land and assets – cllrs reviewed the asset schedule showing the assets that still belonged to the PC and those that had now been transferred to WVH&RG Trust. Resolved: that the fountain in Bridge Street be added to the PC inventory at a value of £3,000.**
- 8.0 Review and confirmation of arrangements for insurance cover – the PC had received a quote from Aon (their insurers) for £631.71. This excluded all the assets which had been transferred to**

WVH&RG Trust. The Trust was seeking their own insurance cover and had so far received one quote with another two quotes in progress. Resolved: that the PC keep their insurance cover with Aon but that the policy be revised to include the Bridge Street Fountain (at a value of £3,000) and to amend the value of the Meldreth Road bus-shelter from £6,808.75 to £4,000 (estimated rebuild cost). Action: the Clerk to request a revised quote from Aon and arrange for payment.

9.0 Review of PC and PC employee membership subscriptions – Resolved: that the following subscriptions be approved:

Cambridgeshire & Peterborough Association of Local Councils
Society of Local Council Clerks
Cambridgeshire ACRE – for advice on the Parish Plan

10.0 Review or establishment of procedures for:

10.1 Complaints – The PC needed to establish a procedure. Action: the Clerk to investigate and draft an appropriate complaints policy.

10.2 Requests under Freedom of Information Act 2000 and the Data Protection Act 1998 – The FoI procedure was reviewed. The PC needed to establish a Data Protection policy. Action: the Clerk to investigate and draft an appropriate Data Protection policy.

10.3 Dealing with the Press/Media – Resolved: that the PC adopt the draft Media/Press policy as amended to allow the Vice-Chairman to act in the absence of the Chairman. Action: the Clerk to amend the draft policy as agreed.

11.0 Setting the Dates & Times for meetings of the full Parish Council for 2011/12 – Resolved: to continue to hold meetings on the second Monday of the month (except August and December). The April 2011 meeting would be held on the third Monday of the month due to the Easter bank holiday. The Annual Parish Meeting was scheduled for Tuesday 24th April 2012. Action: the Clerk to circulate the meeting dates and book the venue.

There being no further business the meeting closed at 8.07 pm