

Minera Community Council

Minutes for the Annual Meeting

Wednesday 18th May 2022 at 7.00pm in St Mary's Church, Minera

Present: A Roberts, J Belton, N Jones, H Field, D Kelly, G Dillon, T Grundy

Clerk: Mr D Hinchliffe

To receive declarations of acceptance of office from elected Councillors

The Clerk advised all present that, in accordance with electoral regulations and applicable legislation, he had obtained signed declarations of acceptance of office from the seven individuals in attendance, and also from Mrs Gwyneth Dillon. All signatories were therefore duly qualified to serve as Community Councillors for the Minera ward.

Cllr Hazel Field, having been elected acting Chair of Minera Community Council following the recent death of Cllr John Edwards, noted that a quorum of Councillors was therefore present and opened the meeting at 7.03pm

To receive apologies for absence

The Clerk noted that apologies had been tendered by Cllr G Dillon.

To ratify the minutes of the Annual Meeting held on 19 May 2021

It was agreed that minutes of the meeting dated 19 May 2021 be accepted as a true and accurate record of the meeting. Proposed by Cllr D Kelly and seconded by Cllr A Roberts.

To elect a Chair

It was proposed that Cllr H Field should be elected as Chair for the ensuing year. All Councillors were in agreement. Proposed by Cllr D Kelly and seconded by Cllr W J Belton.

Cllr H Field was duly elected as Chair.

To receive the Chair's declaration of acceptance of office

The Chair's acceptance of office was duly signed by Cllr H Field and witnessed by the signature of the Clerk.

To declare Minera Community Council duly elected

The Clerk advised the meeting that, all declarations of office now having been signed and lodged with himself, and all other legislative particulars having been satisfied, Minera Community Council was now to be recognised as duly elected.

To elect a Vice-Chair

Cllr J Belton proposed, and Cllr N Jones seconded that Cllr D Kelly be elected as Vice-Chair for the ensuing year. All Councillors were in agreement.

Cllr D Kelly was duly elected as Vice-Chair.

To elect a School Governor

Mr Will Ollerhead had indicated a willingness to continue in office as the nominated Governor of Minera School on behalf of Minera Community Council. The Clerk advised the meeting that Mr Ollerhead intended to seek re-join Minera Community Council as a Councillor at the soonest opportunity, and also advised the meeting that a nominated Governor did not have to be a serving Community Councillor.

Cllr T Grundy proposed, and Cllr A Roberts seconded that Mr W Ollerhead be appointed as Minera Community Council's nominated Governor of Minera School. All Councillors were in agreement.

To elect a Press and Media Officer

In accordance with the decision taken at the previous Annual Meeting, this role had been discontinued during the prior year with press and media issues handled on a case by case basis. The new arrangement was considered to have worked satisfactorily.

In accordance with the wishes of the previous Annual Meeting, the role would therefore not be reinstated, and all press and media communications would now be issued in the name of the Clerk. This would be reviewed one final time at the next Annual Meeting, with an option at that time to re-create the role of Press and Media Officer if deemed fit.

To approve published policies, including any amendments

The Clerk advised the meeting that he had scrutinised the suite of policies and found that they continued to provide an appropriate structure of governance for Minera Community Council. He had drafted one amendment to the Financial Regulations to enable the introduction of a debit card to be held by the Clerk and used to defray authorised expenditure where payment was required at the point of order or purchase.

Cllr D Kelly asked the Clerk to benchmark the levels of expenditure delegation of Minera CC against those of other Community Councils whose arrangements were publicly visible, which the Clerk duly undertook to do.

Cllr J Belton Proposed and Cllr N Jones seconded that the published policies of Minera Community Council be duly approved, including the amendment with respect to the debit card. All Councillors were in agreement.

To adopt the Standing Orders of the Council, including any amendments

A proposal to adopt the current standing orders was made by Cllr J Belton and seconded by Cllr N Jones. All Councillors were in agreement.

To review the risk assessment of the Council

The Risk Assessment was reviewed. A number of minor amendments were proposed to be entered in the register of fixed assets which supported part of the document.

The Chair asked the Clerk in addition to organise a deposit of archive papers, including anything appropriate that had been in the custody of the late Chair.

The Risk Assessment was duly adopted by all present.

To complete register of interests

The register was reviewed, and all particulars disclosed in the register were declared current and correct. The Chair therefore asked the Clerk to publish the register on the website at the earliest opportunity.

Meeting concluded at 7.40pm