

**MINUTES OF THE ANNUAL MEETING OF TATTENHALL & DISTRICT
PARISH COUNCIL HELD ON MONDAY 8th MAY 2017 IN THE BARBOUR
INSTITUTE AT 7.30PM**

PRESENT

Cllr. Keeping (in the Chair)

Cllrs. Matthews, Spencer, Weaver, Haynes, Black, Pritchard, Blackhurst, Kershaw, Sharp, White and Jones

APOLOGIES

17/1. Apologies from Cllrs. Chapman and Scarratt received and approved

**ELECTION OF
CHAIRMAN**

17//2. Cllr. Matthews, the retiring Chairman, took the Chair. He thanked the Clerk, Vice-Chairmen - Cllrs. Pritchard, Keeping and Black and all Cllrs for their support over The last 12 months and particularly the last few months which has been much appreciated. He asked for nominations for the new Chairman. Cllr. Keeping was proposed seconded by Cllr. Haynes. All were in favour. Cllr. Keeping accepted, took the Chair and signed the Declaration of Acceptance of Office. **Resolved:** Cllr Keeping is elected as Chairman.

**ELECTION OF
VICE-
CHAIRMEN**

17/3. The Chairman asked for nominations for the Vice-Chairmen. Cllr. Black proposed Cllr. Pritchard, seconded by Cllr. Matthews. All were in favour. Cllr. Pritchard accepted and signed the Declaration of Acceptance of Office. Cllr. Pritchard proposed Cllr. Kershaw, seconded by Cllr. Matthews. All were in favour. Cllr. Kershaw accepted and signed the Declaration of Office **Resolved:** Cllrs. Pritchard and Kershaw are elected as Vice-Chairmen

**ADOPTION OF
CODE OF
CONDUCT**

17/4. To agree that “the Council adopts the Code of Conduct for Members adopted by Cheshire West and Chester Council on 26 July 2012 and attached at (... *Appendix A*) as the Council’s code of conduct under section 27(2) and 27(3) of the Localism Act 2011. It was proposed by Cllr. Black, seconded by Cllr. White that the Parish Council adopt the above Code of Conduct. All were in favour. **Resolved:** The Parish Council adopt the Code of Conduct as above.

**ADOPTION OF
STANDING
ORDERS**

16/5. It was proposed by Cllr. Matthews, seconded by Cllr. Spencer that the Parish Council adopt the current Standing Orders. All were in favour. **Resolved:** The Parish Council adopt the current Standing Orders.

**FINANCIAL
ARRANGEM-
ENTS**

17/6. To agree and adopt the following:

Financial Regulations

Appointment of Responsible Financial Officer – The Clerk

Appointment of Internal Auditor - Richard Salmon

Appointment of Bank Account Signatories - Cllrs. Black, Chapman, Scarratt and Sharp

Insurance for Council, Members and Employees – Zurich Municipal

Approval of Risk Assessments – Risk Assessment Document

It was proposed by Cllr. Haynes, seconded by Cllr. Pritchard the Parish Council agree and adopt the above items. All were in favour. **Resolved:** The Parish Council agree and adopt the above items.

**APPOINT-
MENT
OF HOUSING
OFFICER AND
FINANCE AND
PLANNING
COMMITTEES**

17/7. It was proposed by Cllr. Matthews, seconded by Cllr. Spencer that Cllr. Weaver be appointed as Housing Officer. All were in favour. Cllr. Weaver accepted. **Resolved:** Cllr. Weaver is appointed Housing Officer.

Finance Committee – Cllrs. Black, Haynes, Matthews, Scarratt, Sharp and Spencer

Planning Committee – All Councillors

It was proposed by Cllr. White, seconded by Cllr. Blackhurst that the above committees are

APPOINTMENT
OF HOUSING
OFFICER AND
FINANCE AND
PLANNING
COMMITTEES
(Cont.)

elected as above. All were in favour . **Resolved:** Finance and Planning Committees are elected as above

The meeting closed at 7.45pm