

MINUTES of the FIRST MEETING of WHITWICK PARISH COUNCIL held at Whitwick Methodist Church, Nr Market Place, Whitwick on WEDNESDAY, 18 MAY 2011

Present: Councillors A Barker, S Colledge, E Easom, D Everitt, T Gillard (arrived at 7.45pm), D Howe, N Pearson and L Spence.

Officers: Mrs C Hammond, Local Member Support Officer, Mrs R McConachie, Leicestershire and Rutland National Association of Local Councils, Mrs M Phillips, Democratic and Support Services Team Manager and Ms E Warhurst, Monitoring Officer.

**1. INTRODUCTIONS**

Ms Warhurst, as proper officer for the first meeting, welcomed everyone to the first meeting of the Parish Council.

As this was the first meeting, she invited all members and officers to introduce themselves.

Ms Warhurst informed the Councillors that with permission of the Chairman, when elected, item 7 on the agenda would be considered before item 6.

**2. ELECTION OF CHAIRMAN**

Ms Warhurst asked for nominations for Chairman

It was proposed and seconded that as the Council was not fully appointed to, a Chairman be elected for this meeting only.

Councillor Howe proposed that Councillor Colledge take the Chair for the meeting, this was seconded and agreed

RESOLVED THAT:

Councillor Colledge be appointed Chairman for the meeting.

**3. ELECTION OF VICE CHAIRMAN**

The Chairman asked for nominations for Vice Chairman.

Councillor Easom proposed that Councillor Howe be appointed as Vice Chairman for the meeting. This was seconded and agreed

RESOLVED THAT:

Councillor Howe be appointed as Vice Chairman for the meeting.

**4. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Woodward.

**5. DECLARATIONS OF INTEREST**

The Chairman asked Ms Warhurst to speak to this item.

Chairman's initials

Ms Warhurst advised the council that this would be a standard item on all future agendas and standard wording would be read by the Chairman to remind members. She advised councillors that any interests that they has as individuals must be recorded on the Register of Interests that they had been handed before the start of the meeting.

## **6. ADOPTION OF CODE OF CONDUCT FOR MEMBERS**

The Chairman informed the members that the Council needed to adopt the model code of conduct.

Mrs McConachie explained the Code of Conduct to the Councillors and that copies of the code had been provided for all Councillors.

Ms Warhurst advised the Council that it must either adopt the Code tonight or defer to the next meeting. She informed the members that if they were to adopt the Code at the meeting then all members would be required to sign an acceptance to observe the Code of Conduct at the end of the meeting.

The Chairman informed Councillors that the requirement to adopt the model code of conduct had been looked at through the steering group and recommended that the Council adopt the model at the meeting.

It was moved, seconded and

RESOLVED THAT:

The Council adopt the Model Code of Conduct and all Councillors would sign the Declaration of acceptance to observe the Code at the end of the meeting.

## **7. DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Chairman asked for confirmation that all Councillors had signed their Declaration of Acceptance of Office before the start of the meeting.

Mrs Hammond advised the Council that Councillor Woodward had made provision to sign his form before the first meeting, however as apologies had not been received from Councillor Gillard no provision had been made for him to sign his form and that the Council would need to agree on action to be taken to ensure that a form was signed.

Ms Warhurst advised the Council on the process and the legal requirements to complete the form.

It was moved, seconded and

RESOLVED THAT:

Councillor Gillard be permitted to sign his Declaration of Acceptance of Office before or at the start of the next meeting.

(Councillor Gillard entered the meeting at 7.45pm and signed his form at the end of the meeting)

## **8. STANDING ORDERS**

Chairman's initials

The Chairman asked Mrs McConachie to explained Standing Orders. She advised members that there are some standards that the Council must adopt, but most of the orders would need to be tailored to the Councils requirement. She advised members that in view of the complexity surrounding this issue, she would recommend that they consider this at a later date.

It was moved, seconded and

RESOLVED THAT:

That Standing Orders would be deferred to the next meeting.

## **9. FINANCIAL MATTERS**

The Chairman asked Mrs Phillips to speak to the item.

Mrs Phillips explained the how the budget had been worked out and advised members of the process for setting their budget in the future. She advised them that a special expense was still being paid to the District Council to cover services that they still provided.

The Council was informed that over the next year they would need to decide which services they would want to take responsibility for, if any, and when going through the budget process provision for these services would need to be considered.

RESOLVED THAT:

The budget for the year be noted.

## **10. APPOINTMENT OF ACTING CLERK AND RECRUITMENT OF CLERK**

The Chairman asked Mrs McConachie to speak to the item.

Mrs McConachie explained the role of the Clerk and suggested that the council looked at appointing to the position on a temporary basis, and recommended that it should be deferred to the next meeting.

Members agreed that in view of the fact the District Council provided support for the first meeting only and could not be expected to continue the support at this level, a clerk should be appointed before the next meeting.

It was proposed by Councillor Spence and seconded by Councillor Barker

RESOLVED THAT:

Authority be delegated to the Chairman and Vice Chairman of the meeting to appoint a temporary clerk for no more than six months and when appointing on a permanent basis, should the temporary clerk be interested in the position, they should apply in the same way as all other interested individuals.

## **11. CO-OPTION OF MEMBERS**

The Chairman asked Mrs Phillips to run through the process for co-opting members to the two vacant seats on the Council.

Chairman's initials

Mrs Phillips advised the Councillors that the Council must co-opt within reasonable time and it must be a transparent process. She informed the Councillors that they may wish to seek expressions of interest and that the qualifications that were required through the nomination process must be met by interested parties.

The Council was informed that two expressions of interest had been received by the District Council and therefore the Council could decide at the meeting or defer the decision to the next meeting.

Members felt that to ensure the co-option process would be an open and transparent process with invites to apply being extended to others, the matter should be deferred.

It was moved and seconded

RESOLVED THAT:

The two vacant seats be advertised and discussed at the next meeting.

## **12. TRAINING PROGRAMME**

The Chairman asked Councillors to start considering any training requirements they may have and informed them that the District Council would be providing training on the Code of Conduct.

Mrs McConachie informed the Councillors that the Association ran training events and if required members of the Association would be able to come out to the parish and provide them with training.

## **13. DATE OF NEXT MEETING**

It was confirmed that the date of the next meeting was set in the creation order as the 22nd June 2011 and it was agreed by all Councillors, that the Council would look into booking Whitwick Youth Club as a venue for a 7pm start.

The meeting commenced at 7.00pm and closed at 7.55pm

### **Post Meeting Note**

Following the close of the meeting Councillor Gillard signed the declaration of acceptance of office and all Councillors signed the declaration of acceptance to observe the code of conduct.

Chairman's initials