

**MINUTES OF THE COLLINGHAM PARISH COUNCIL ANNUAL MEETING held at 7:30pm on  
22 MAY 2014 at THE YOUTH AND COMMUNITY CENTRE, LOW STREET, COLLINGHAM**

**Present:** Cllrs D. Evans (Chair), C. Moody, T. Ozbourne, S. Dove, M. Dowell, M. Parkin, C. Allen.  
Co. Cllr M. Dobson, Mrs Y. Wellard (Acting Clerk), 3 members of the parish.

**1. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office.**

One nomination was received but not seconded. Therefore, in accordance with the Local Government Act 1972, section 15, Standing Order 7 was suspended to allow Cllr Rosie Scott to continue as Chair.

**2. Election of Officers.**

- i. There were no nominations for the office of Vice-Chair, and therefore Cllr Derek Evans would continue as Vice-Chair.
- ii. Cllr Val Wright was elected Chair of the Finance Committee; proposed by Cllr Moody, seconded by Cllr Dove and agreed by a majority vote.
- iii. Cllr Marcia Parkin was elected as Chair of the Planning Committee; proposed by Cllr Evans, seconded by Cllr Dove and unanimously agreed.

**3. Apologies for absence.**

Apologies were accepted from Cllrs Shaw, Scott and Wright.

**4. Declarations of Interest.**

There were no declarations of personal or prejudicial interest for items on the agenda.

**5. To Receive the Minutes of the Previous Annual Parish Council Meeting.**

Minutes of the Annual Meeting held on 23 May 2013 were approved; proposed by Cllr Ozbourne, seconded by Cllr Moody and unanimously agreed.

**6. To Approve and Adopt the Standing Orders of Collingham Parish Council.**

Proposed by Cllr Moody, seconded by Cllr Ozbourne, Standing Orders dated January 2014 were approved by a majority of 4, with 3 abstentions.

**7. To Approve and Adopt the Financial Regulations of Collingham Parish Council.**

Proposed by Cllr Ozbourne, seconded by Cllr Parkin, the Financial Regulations dated 23 May 2013 were approved by a majority of 6, with 1 abstention.

**8. To Appoint an Internal Auditor.**

Proposed by Cllr Allen, seconded by Cllr Ozbourne, it was agreed to re-appoint Mr Mike Elliot as the Internal Auditor for Collingham Parish Council.

**9. To Review Committee Structures, Appoint Members and Agree Terms of Reference.**

- i. Community Park: Cllrs Allen, Evans, Moody, Ozbourne, Scott.

Co-opted members – R Carver, R Dailey, S Hatton, L Marshall, D Maxwell.

- ii. Lighting: Cllrs Dove, Dowell, Wright.

- iii. Footpaths and Countryside: Cllrs Allen, Dowell, Evans, Moody, Scott.

- iv. Burial Ground: Cllrs Moody, Parkin, Wright. Co-opted member – D Tingle.

- v. Flag and Flagpole: Cllr Ozbourne, Parish Clerk.

- vi. Emergency Committee: Cllrs Allen, Evans, Parkin, Scott, Parish Clerk. Co-opted from Collingham Fire Crew – M Copleston, R Hatton, S Herbert, A Hindmarsh, T Sheldon.

- vii. Noticeboard Monitoring: All Parish Councillors and Parish Clerk.

- viii. Speedwatch: Cllrs Allen, Ozbourne.

- ix. Archives: Cllr Parkin and Parish Clerk.

Proposed by Cllr Allen, seconded by Cllr Moody, committee memberships were agreed as listed above. Terms of reference for the Collingham Play Park Committee and the Parish Emergency Committee, copies having been circulated, were approved (copies attached).

**10. To Appoint Members to serve on the Staffing Panel.**

Proposed by Cllr Ozbourne, seconded by Cllr Parkin and unanimously agreed that Cllrs Scott, Allen and Moody would continue as members of the Staffing Panel.

**11. To Appoint Representatives on the under-mentioned Bodies as required:**

- i. Twinning Association: Cllr Moody

- ii. Collingham Youth and Community Association: Cllrs Allen, Moody, Scott.
- iii. Newark Municipal Trust: Cllr Parkin
- iv. The Fleet: Cllrs Parkin, Wright.
- v. Memorial Hall Committee: Cllrs Evans, Parkin.
- vi. Lafarge-Tarmac Liaison Cttee: Besthorpe, Cllr Wright. Langford Lowfields, Cllrs Allen, Evans.
- vii. Tenants and Residents Association: Cllr Wright.
- viii. Collingham Website: Cllr Ozbourne.
- ix. Safer Neighbourhood Group: All Parish Cllrs.

Proposed by Cllr Evans, seconded by Cllr Moody the memberships listed above were unanimously agreed in accordance with Standing Order 3h.

**12. To Review the Asset Register and Parish Council Insurance Policy.**

- i. Cllrs agreed the following changes to the asset register dated June 2013: the addition of planters and information board (when complete). The removal of seat at the end of Carlton Ferry Lane (to be confirmed at the next Finance Cttee meeting).
- ii. Proposed by Cllr Allen, seconded by Cllr Moody, it was agreed to accept the Finance Committee's recommendation to continue the current insurance policy which was due for renewal in October 2014. (To be confirmed at the September Parish Council meeting)

**The meeting closed at 7:50pm.**

**3 members of the public present**

**No members of the press present**