

DRAFT MINUTES WARK PARISH COUNCIL

ANNUAL MEETING

Annual Meeting 20th May 2021 at 7pm. at the Town Hall

Public & Police participation

None

Attendees: Cllr Judith Weir, Cllr Edward Jeffrey, Cllr Anne Hutchinson, Cllr Helen Scott

Apologies for Absence

Steven Batey

Late apologies (received by email)

Cllr Lisa Charlton

Cllr Phillip Leadbitter

Cllr Edward Jeffrey was acting chair.

Cllr Anne Hutchinson was Acting Clerk and RFO

Cllr Jeffrey welcomed councillors

Co-opt new councillors

Helen Scott Proposed Edward Jeffrey 2nd. Judith Weir

Steve Batey Proposed Anne Hutchinson 2nd Edward Jeffrey

Election of Chair and Acceptance of Office

Cllr Anne Hutchinson Proposed Edward Jeffrey 2nd Judith Weir

Cllr Hutchinson signed acceptance of office

Election of Vice Chair and acceptance of Office

Edward Jeffrey Proposed Judith Weir 2nd Helen Scott

Cllr Jeffrey signed Acceptance of Office

Acceptance of Office

Cllr Weir, Cllr Jeffrey Cllr Scott and Councillor Hutchinson signed acceptance of Office

Cllr Hutchinson will liaise with Cllr Batey and Cllr Jeffrey will liaise with Cllr Leadbitter and Cllr Charlton.

Pecuniary Interest

To be completed and signed by all councillors

Forms were distributed and will be returned and signed at next meeting.

Appointments to outside bodies

- | | |
|-----------------------------|---------------------------------------|
| a. Wark Town Hall. | Councillor Weir |
| b. Stonehaugh Village Hall. | Councillor Batey & Councillor Jeffrey |
| c. Giles Heron. | Councillor Weir |

Parish Transport

Councillor Leadbitter

Appointment of Assistant Clerk and RFO

Councillor Charlton & Councillor Scott p. Cllr Weir 2nd Cllr Hutchinson

Councillors Responsible for Asset Inspection

- Wark Cllr Leadbitter & Councillor Jeffrey
- AED & Toilets Cllr Jeffrey
- Stonehaugh Cllr Batey

Approve minutes – online Annual Parish Meeting May 2020. pCllr Weir 2nd Cllr Jeffrey

Approve minutes – online 31st March 2021 pCllr Jeffrey 2nd Cllr Weir

Dates of Future meetings

Annual Parish meeting Wednesday 16th June @7pm.
 Wark Parish Council meeting Wednesday 16th June @7.30 following Annual Parish.meeting
 Wark Parish Council meeting Wednesday 4th August to be held at Stonehaugh@7.30pm.
 Wark Parish Council meeting Wednesday 6th October to accept requests for donation..
 Wark Parish Council meeting Wednesday 15th December to decide Precept.
 There will be 2 further meetings in 2022 with dates to be agreed.

Payment schedule

Was presented and agreed by Councillors present

WPC Payment Schedule 20/05/21

Cheque	Name	Amount	Goods	Approved
1631	MKM Builders	148.78	Timber for Play Area	
1633	CIAccountancy	216.00	Payroll	
1634	L Reid	43.66	Lock/ Petrol for SAC	
Meeting1635	Christine & Liam Reid	1004.54	Misc. equipment SAC	
1636	NALC	244.81	Subscription	
1637	M Stoker	71.28	Wages	
1638	N Reid	40.00	Wages	
1639	Stonehaugh Community Hall	35.00	Electricity for AED	
1341	T Hutchinson	488.58	Reimbursement Charlton Timber for SAC	

As there were no members of the public in attendance it was agreed to continue the meeting.

Cllr Hutchinson reported that there were 2 applicants for the post neither had experience of Parish Council responsibilities, in our search to find an experienced clerk

she had contacted local clerks however those contacted declined to take up the post. Councillors suggested we contact the two applicants in order to brief them on what the job involves, it was also decided that the person appointed would be expected to do SLCC/ Cilca training for clerks and be supported by a mentor for the 1st year.

Appointment of Internal Auditor

Our previous Internal Auditor has declined to carry out the Internal Audit therefore we needed to appoint a new Internal Auditor. Cllr Hutchinson proposed Susan Saunders,(Haltwhistle) Judith Weir seconded

Meeting closed at 7.55pm

Anne Hutchinson