



MINUTES OF THE FERNWOOD ANNUAL PARISH COUNCIL MEETING
held on 16th May 2022 at 6pm
at Fernwood Village Hall

Present: Parish Councillors: R. Cullen, D. Harrison, H. Micah, J. Newton, B. Smith
 (Chair), J. Weale, M. Weale

Clerk: Marion Fox Goddard

Agenda, reports and accompanying information for this meeting is available on the Council's website here: [FERNWOOD PARISH COUNCIL \(fernwood-pc.co.uk\)](http://fernwood-pc.co.uk)

57. Election of the Chair of the Council and and to receive the declaration of acceptance of Office

Nominations were received for Councillor Smith, and he was elected unanimously. (Nominated by: Cllr M. Weale, Seconded by: Cllr J. Weale) The declaration of acceptance of office was duly signed.

58. Declaration of intent to record the meeting

The meeting was not recorded.

59. Apologies for absence

District Councillors Mison and K. Walker and County Councillor Lee.

60. Declarations of Interest

None.

61. Election of Vice Chairman

Nominations were received for Councillor Cullen, and he was elected unanimously. (Nominated by: Cllr J. Newton, Seconded by: Cllr D. Harrison)

62. Appointment of Councillors

The following appointments were agreed:

Personnel Committee	Dee Harrison
	Henry Micah
	John Newton
	Barry Smith
Village Hall Management Group	Ryan Cullen
	Jim Weale
	Mollie Weale

63. Appointment of Representatives on other bodies/ liaison meetings

The following appointments were agreed:

Newark Healthcare Consultative Group (NHCJ)	Henry Micah
Bantycok Liaison Meetings	Ryan Cullen

Developer Liaison Meetings

Ryan Cullen, Jim Weale

Barry Smith will continue to be Neighbourhood Watch coordinator, but this is separate to Parish Council business. Dee Harrison and Henry Micah will support.

64. Review and Adopt the Standing Orders of Fernwood Parish Council

The Council resolved unanimously to adopt the standing orders. (Proposer: Cllr D. Harrison, Seconder: Cllr R. Cullen)

65. Review and Adopt the Financial Regulations of Fernwood Parish Council

The Council resolved unanimously to adopt the Financial Regulations (Prop.: J. Newton, Sec.: H. Micah)

66. Review of Bank/Investment Signatories

Current Position	Changes agreed
Nationwide Ryan Cullen John Newton Barry Smith James Weale	.
Redwood Bank Ryan Cullen John Newton Barry Smith Marion Fox Goddard	
TSB Barry Smith James Weale Marion Fox Goddard	
Unity Trust Ryan Cullen Henry Micah Barry Smith James Weale	Take Henry Micah off
Yorkshire Bank Ryan Cullen Dee Harrison John Newton James Weale	
CCLA Investment Management Limited New account to be set up	The following councillors to be set up as signatories: Ryan Cullen Dee Harrison John Newton Mollie Weale

67. Policy Review Schedule.

The following schedule was agreed:

Month	Item for Review
January	Risk Register and Risk Assessments <ul style="list-style-type: none"> • Dale Green • Dog Bins • Legionella • Village Hall • Volunteer Litter Picking • Woodland
February	Personnel Committee terms of reference Equality and Diversity Policy Armed Forces Covenant Fernwood Parish Council Strategic Plan Communications Policy
March	Review this year's action plan, set next year's Planning and Maintenance Strategy Expenses Policy Grants Policy Village Hall Management Group terms of reference Employee contracts/Terms & Conditions/Job Descriptions/Person Specification Employee eye test reimbursements Policy Lone working risk assessment Training and Development Policy (Personnel Committee)
April	Investment Policy Tree Management Policy Village Hall Environmental Policy
May	Standing Orders Financial Regulations
June	Model Document Publication Scheme Village Hall Fire Safety Policy Village Hall Fire Emergency Plan Internal Audit Review
July	General Data Protection Regulation: Privacy policy, General Privacy Notice, Consent Form, Privacy Notice – staff, councillors, role holders, Records Retention Policy, Personal Data Retention Schedule, Disclosure Log Criteria, Subject Access Policy, Subject Access Request
September	Regular user agreement Booking Terms and Conditions Village Hall Free Usage Policy Village Hall Charges Sickness Absence Policy Grievance and Disciplinary Policy Bullying and Harassment, Relationships between Councillors and Council Employees Flexible working policy Management of stress in the workplace policy, Capability procedure (Personnel Committee)
October	Safeguarding Policy Health and Safety Policy Fire Risk Assessment Prohibition of Sky Lanterns and Helium Balloons CCTV Policy
November	Complaints Procedure Code of Conduct for Members Internet Policy and Procedure Memorials Policy

Red font indicates – Personnel Committee Reviews these documents and then makes recommendations to Full Council

68.Asset Register and Insurance Policy Review

The Council noted the current asset register and insurance policies in place. The Clerk detailed that she will be reviewing the asset register to bring it in line with best practice as suggested by the internal auditor.

69.Review of the Council's subscriptions to other bodies

The Councillors unanimously agreed to continue with the following subscriptions:

- NALC – Nottinghamshire Association of Local Councils
- SLCC for Clerk – Society of Local Council Clerks
- ICO – Information Commissioners Office (Mandatory)
- RCAN – Rural Community Action Nottinghamshire
- 1&1 – Website Domain names (Village Hall and Parish Council) and Email Hosting
- Parish Online – Mapping software

70.Confirmation of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

The Council agreed to meet on the third Monday of each month at 7pm (except for August and December when there will be no meeting). The next Annual Parish Council meeting will be held on the same night as the May 2023 Parish Council meeting . All meetings will be held in the small hall of Fernwood Village Hall.

71.Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

The Council noted expenditure under s.137 since the last Annual Parish Council meeting.

72.Review of Standing Orders and Direct Debits

The Council noted expenditure made using these methods of payment and no changes were required.

Meeting closed at 18:35