



**MINUTES OF THE FERNWOOD ANNUAL PARISH COUNCIL MEETING
held following the Annual Parish Meeting on 15 MAY 2017
at the Fernwood Village Hall, Rubys Avenue, Fernwood**

Present: Councillors: D Harrison, P Murray, M Phelan, B Smith (Chair), J Weale, M Weale
District & County Councillor K Walker and District Councillor N Mison

Clerk: Caron Ballantyne

In Attendance: Assistant Clerk – Marion Fox Goddard
2 members of the public

- 59. To Elect the Chair of the Council and to receive the declaration of acceptance of Office**
Nominations were received for Cllr Smith and was elected unanimously. The declaration of acceptance of office was duly signed.
- 60. To receive apologies for absence**
No apologies received.
- 61. Declarations of interest**
None declared.
- 62. Election of Officers**
Nominations for Vice Chair were received for Cllr J Weale and Cllr Phelan. Cllr J Weale was duly elected by majority.
- 63. Review Groups and Review Terms of Reference and Receive Annual Reports**
- Village Hall Committee – Cllrs J&M Weale and Phelan along with Clerk and Assistant Clerk to be members of the committee. Meeting dates need to be agreed for the year to ensure meetings take place.
- 64. Appointment of representatives of other bodies**
- Newark Healthcare Consultative Group (NHCJ) – Cllr J Weale
 - Residents Association – Cllr Smith
 - Fernwood Central Joint Maintenance Panel (FCJMP) – Cllrs Hartley, Murray, Phelan, M Weale
 - Neighbourhood Watch – Cllr Harrison
 - Sports Council – believed to no longer exist, therefore no members required
- Informal Membership**
- Petanque – Cllr Phelan
 - FADS – Cllrs J&M Weale
 - FOFFs – Cllr Phelan
- 65. Review and Adopt the Standing Orders of Fernwood Parish Council**
Resolved unanimously to appoint Cllrs Harrison, Murray and Phelan to the staffing panel.

Resolved unanimously to adopt the standing orders once last sentence of para 3f had been deleted.

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

Resolved unanimously to adopt the Financial Regulations.

67. Review existing bank signatories and recommend changes as required

Resolved unanimously to retain existing signatories.

68. Review selected Existing Policies of Fernwood Parish Council and Adopt

- Bullying and Harassment – resolved unanimously to adopt.

69. Review selected Existing Procedures of Fernwood Parish Council and Adopt

- Document publication Scheme – resolved unanimously to adopt.
- Complaints – resolved unanimously to adopt without proposed changes from Cllr Murray.
- Code of Conduct for Members – resolved unanimously to adopt.

70. Appoint Internal Auditor for the year 2017/18

Resolved unanimously to appoint a new auditor.

71. Review the Asset Register and the Parish Council Insurance Policies

Resolved unanimously that the current review of the asset register should be concluded and the insurer then advised to ensure correct coverage.

72. Review the Council subscriptions to other bodies

- NALC – Nottinghamshire Association of Local Councils
- SLCC for Clerk – Society of Local Council clerks
- ICO – Information Commissioners Office (Mandatory)
- 1&1 – Website Domain names (Village Hall and Parish Council)
- 1&1 – Email hosting

Resolved that these are all retained.

73. Review of Standing Orders and Direct Debits

Resolved unanimously to continue with these methods of payment.

Meeting closed at 19:30pm