



**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



19/6/18