



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the Annual Council Meeting of Ketley Parish Council held on Wednesday 8 May 2019 at Ketley Community Centre at 7:00pm

PRESENT:

Councillor Amrik Jhawar
Councillor Anil Saini
Councillor Andrew Morris
Councillor Dave Elliott
Councillor Joy Francis

Councillor Sam Millward Thomas
Councillor Maggie Evans
Councillor Eileen Callear
Councillor Hilda Rhodes
Councillor Mandy Cartwright

Clerk: Emma Atwell

In attendance:

One member of the public

C19/001 WELCOME

The Chairman welcomed everyone to the first meeting of the new Council following the elections. New and returning members were congratulated and there was a vote of thanks for Laura Hodgkinson who had served for over 10 years on the Parish but was not re-elected.

C19/002 ELECTION OF CHAIRMAN

The outgoing Chairman thanked everyone for their support over the last few years but would not be standing for the position of Chairman again this year. Nominations for the position of Council Chairman were requested. Cllr H Rhodes nominated Cllr S Millward Thomas which was seconded by Cllr E Callear. This was followed by a nomination from Cllr D Elliott for Cllr J Francis which was seconded by Cllr A Morris. As there were two nominations, there was a vote. There were six votes for Cllr S Millward Thomas and four for Cllr J Francis.

It was therefore **RESOLVED that Cllr S Millward Thomas was duly elected as Chairman of Ketley Parish Council for 2019/20.**

C19/003 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The newly elected Chairman signed the declaration witnessed by the Clerk and took up the Chairman's seat at the head of the meeting. The new Chairman then made a short speech thanking all for their votes and that he looked forward to taking on the role.

C19/004 ELECTION OF VICE CHAIRMAN

The Chairman called for nominations for the position of Vice Chairman. Cllr H Rhodes nominated Cllr M Cartwright which was seconded by Cllr M Evans. This was followed by a further nomination from Cllr M Evans for Cllr J Francis which was seconded by Cllr A Morris. As there were two nominations, there was a vote. There were five votes for Cllr M Cartwright, four for Cllr J Francis and one abstention.

It was therefore **RESOLVED that Cllr M Cartwright was duly elected as Vice Chairman of Ketley Parish Council for 2019/20.**

- C19/005 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
The newly elected Vice Chairman signed the declaration witnessed by the Clerk and returned to her seat. The new Vice Chairman then made a short speech thanking everyone for their support and how much she looked forward to taking on the role.
- C19/006 COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE**
The remaining eight councillors present at the meeting each signed the declaration of acceptance of office witnessed by the Clerk before returning to their seats.
- C19/007 APOLOGIES FOR ABSENCE**
Cllr K Sahota (pre-booked annual leave) – apologies accepted by the Council
- C19/008 DECLARATION OF INTERESTS**
None declared in relation to the agenda. Councillors were advised that the Disposable Pecuniary Interests form must be completed and return to the Clerk within 28 days of election.
- C19/009 TO APPROVE THE MINUTES OF THE MEETING HELD 13 MARCH 2019**
RESOLUTION: The minutes of the Council meeting held on Wednesday 13 March 2019 were proposed as an accurate record by Cllr H Rhodes and seconded by Cllr M Evans and unanimously agreed by the Parish Council.
- C19/010 CHAIRMAN'S AND COUNCILLORS' ALLOWANCES**
The Chairman advised that the current annual allowance is £1,200 for the Council Chairman and £250 for Councillors. Following discussions about the allowances it was **RESOLVED that there would be no increase and the allowances remain the same for the term of office ending 2023.**
- C19/011 COUNCIL STRUCTURE**
The Chairman advised that a copy of the proposed structure for the Council had been circulated to all Councillors along with the Terms of Reference for each Committee. The Clerk then set out the changes to the structure where Events became a sub-committee of Resources and there was a new Planning sub-committee from Finance. To strengthen the management controls of the Council, the Clerk recommended that Councillors sat on either Resources or Finance Committee but not both to minimise conflicts of interest in the decision making process. The structure and terms of reference were discussed.
RESOLUTION: Cllr J Francis proposed the revised structure and terms of reference be accepted, this was seconded by Cllr H Rhodes and unanimously agreed by the Parish Council
- C19/012 APPOINTMENT OF COMMITTEES**
The Chairman called for nominations based on the revised Council structure. Following discussions it was **RESOLVED that the following members were appointed to serve on Committees and Sub-Committees of the Council for the municipal year 2019/20:**
- FINANCE COMMITTEE**
- Cllr Maggie Evans
Cllr Hilda Rhodes
Cllr Joy Francis
Cllr Kuldip Sahota
Cllr Dave Elliott
Cllr Sam Millward Thomas & Cllr Mandy Cartwright (ex officio)

PLANNING SUB-COMMITTEE

Cllr Maggie Evans

Cllr Joy Francis

Cllr Kuldip Sahota

Cllr Sam Millward Thomas & Cllr Mandy Cartwright (ex officio)

RESOURCES COMMITTEE

Cllr Eileen Callear

Cllr Mandy Cartwright

Cllr Andrew Morris

Cllr Amrik Jhawar

Cllr Anil Saini

Cllr Sam Millward Thomas (ex officio)

EVENTS SUB-COMMITTEE

Cllr Eileen Callear

Cllr Mandy Cartwright

Cllr Amrik Jhawar

Cllr Sam Millward Thomas (ex officio)

APPEALS & COMPLAINTS COMMITTEE

Chairman of Ketley Parish Council

Chairman of Resources Committee

Chairman of Finance Committee

C19/013

APPOINTMENT OF OUTSIDE BODIES

The Chairman called for nominations to represent the Parish Council on organisations outside of the Council that may affect residents of Ketley. Councillors were referred to a separate note providing further information about the requirements of the role. Following discussion it was **RESOLVED that the following members be appointed to serve on Outside Bodies representing Ketley Parish Council for the municipal year 2019/20:**

PARISH CHARTER MONITORING GROUP

- Cllr Dave Elliott

TELFORD MILLENNIUM COMMUNITY - CLIENT SPONSORS GROUP

- Cllr Hilda Rhodes
- Cllr Mandy Cartwright

TELFORD MILLENNIUM MANAGEMENT COMPANY

- Cllr Joy Francis
- Cllr Sam Millward Thomas

SHROPS ASSOC. OF LOCAL COUNCILS - WREKIN AREA COMMITTEE

- Cllr Sam Millward Thomas
- Cllr Eileen Callear

TELFORD & WREKIN BUS USER GROUP

- TBC – can be a member of the public, no limit on seats

FRIENDS OF KETLEY PADDOCK MOUND

- Cllr Hilda Rhodes
- Cllr Mandy Cartwright
- Cllr Amrik Jhawar

C19/014 CALENDAR OF MEETINGS

The proposed calendar of Council and Committee meetings for the municipal year 2019/20 were presented to councillors for consideration. It was noted that full Council meetings will drop to bi-monthly from September as will all Committee meetings alternating with full Council. Meetings would be held on Wednesdays following the inaugural Committee and Sub-Committee meetings. The proposal was discussed and a request to put the start time of the Resources Committee and Events Sub-Committee back by half an hour was accepted. Cllr H Rhodes proposed the calendar be approved with amended time which was seconded by Cllr M Evans. Following unanimous agreement it was **RESOLVED that the calendar be published**

C19/015 ANNUAL GOVERNANCE STATEMENT 2018/19

The Chairman read out each of the eight statements aloud which every Councillor had a copy of for reference. Cllr H Rhodes moved the Statement which was seconded by Cllr D Elliott and unanimously approved by the Council. It was therefore **RESOLVED that the Chairman sign the Annual Governance Statement on behalf of the Council and the Clerk countersign accordingly**

C19/016 ACCOUNTING STATEMENTS 2018/19

The Accounting Statements for 2018/19 completed by the Responsible Financial Officer were presented to all Councillors and the Chairman asked that they satisfy themselves that the statements fairly represent the financial position of the authority and its income and expenditure. Cllr H Rhodes moved the Statement which was seconded by Cllr M Evans and unanimously approved by the Council. It was **RESOLVED that the Chairman sign the Accounting Statements 2018/19 on behalf of the Council.**

C19/017 DATES OF FORTHCOMING MEETINGS

The Chairman confirmed forthcoming meetings as follows:
Resources Committee: Tuesday 28 May @ 6:30pm
Events Sub-Committee: Tuesday 28 May @ 7:30pm
Finance Committee: Thursday 30 May @ 6:00pm
Planning Sub-Committee: Thursday 30 May @ 7:00pm
Parish Council: Wednesday 12 June @ 7:00pm

Meeting finished at 7:41pm

Signed: **Date: 12 June 2019**

Chairman of Ketley Parish Council