MINUTES OF THE FIRST MEETING OF CAWSTON PARISH COUNCIL

16TH MAY 2007

PRESENT:-

Councillors Mrs Latham, Mrs Mair, Medcraft, Mistry, Mrs Porter, Stokes, Venner and Mrs Wilson.

Borough Councillor Butlin (In the Chair to open the inaugural meeting)
Ms C Bradford (Rugby Borough Council) Acting Clerk for the inaugural meeting only.

1. ELECTION OF CHAIRMAN

RESOLVED THAT – Councillor Stokes be appointed Chairman of the Parish Council for 2007/08.

2. APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors Mrs Brett and Tucker.

3. MODEL CODE OF CONDUCT FOR LOCAL AUTHORITY MEMBERS 2007

Members considered the report of the Acting Clerk (agenda item 3).

RESOLVED THAT – the model Code of Conduct be adopted with paragraph 12(2) with effect from 16th May 2007.

4. EXECUTION OF DECLARATIONS OF ACCEPTANCE OF OFFICE

Members are required to complete the Declaration of Acceptance of Office for Parish and Town Councillors in accordance with the Local Government Act 2000 and the Parish Councils (Model Code of Conduct) Order 2001.

Copies of the Declaration had been forwarded to all members of the Parish Council together with guidance notes. The Acting Clerk reported that Councillor Mrs Brett had completed her form before she went on holiday.

5. REGISTER OF MEMBERS FINANCIAL INTERESTS

The Acting Clerk will provide each Councillor with a form to complete their entry in the Register of Members Interest, to be returned to the Temporary Clerk within 28 days of election of office. The original should then be forwarded to the Acting Clerk as Monitoring Officer for the Borough Council.

6. DATES AND VENUE OF FUTURE MEETINGS

RESOLVED THAT –

(1) The next meeting of Cawston Parish Council be held on Monday 11th June 2007 at Cawston Grange Primary School;

(2) dates and times for subsequent meetings of the Parish Council be discussed at the next meeting; and

(3) all meetings of the Parish Council be held at Cawston Grange Primary School.
7. COUNCILLOR DECLARATIONS

RESOLVED THAT – Declarations by Councillors absent from the first meeting be made at the next meeting of the Parish Council on the 11th June 2007.

8. APPOINTMENT OF VICE CHAIRMAN

RESOLVED THAT –

(1) A Vice-Chairman be appointed for the Parish Council; and

(2) Councillor Venner be appointed Vice-Chairman for 2007/08.

9. ARRANGEMENTS FOR THE APPOINTMENT OF A CLERK AND RESPONSIBLE FINANCE OFFICER

Members considered the report of the Acting Clerk (agenda item 9) concerning arrangements for the appointment of a Parish Clerk and Responsible Finance Officer.

RESOLVED THAT –

(1) Councillor Mrs Latham be appointed temporary Clerk to the Parish Council;

(2) the terms and conditions of employment of the position of Clerk and Responsible Finance Officer be approved;

(3) the salary for the position commence at Scale Point LC1 17 of the National Salary Scale for Local Council Clerks;

(4) the arrangements for recruitment of a Clerk to the Parish Council be determined by a Sub-Committee of the Parish Council comprising Councillors Stokes, Mrs Porter and Mrs Wilson; and

(5) Councillor Mrs Latham be appointed temporary Proper Officer of the Council.

10. PARISH COUNCIL FINANCES

Members considered the report of the Acting Clerk concerning the finances of the Council (agenda item 10).

RESOLVED THAT –

(1) the position with regard to the Council’s finances be noted;

(2) the temporary Clerk be authorised to open a bank account in the name of the Parish Council; and

(3) Councillors Mrs Mair, Mistry, Mrs Porter and Venner be appointed named signatories for the purposes of signing cheques; with the signature of any two signatories being sufficient for this purpose.
11. PLANNING APPLICATIONS

RESOLVED THAT –

(1) the temporary Clerk submit a written request to Rugby Borough Council asking that the Parish Council be notified of all planning applications in the Parish; and

(2) Councillor Mrs Mair be appointed to co-ordinate the Parish Council’s responses to planning application consultations.

12. ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Members considered the report of the Acting Clerk concerning the adoption of Standing Orders and Financial Regulations (agenda item 12).

The Acting Clerk reported that the model orders and regulations produced by the National Association had not yet been received.

When they were received they would be passed to the temporary Clerk for consideration of adoption at the next meeting.

RESOLVED THAT – the model orders be considered at the next meeting.

13. ESTABLISHMENT OF COMMITTEES

Members considered whether any committees of the Parish Council should be established.

RESOLVED THAT – Committees of the Parish Council be established as and when required.

14. INSURANCE ARRANGEMENTS

Members considered the report of the Acting Clerk concerning arrangements for insurance (agenda item 14).

RESOLVED THAT – the temporary Clerk obtain Insurance quotations for discussion at the next meeting of the Parish Council

15. ASSOCIATION OF LOCAL COUNCILS

Members considered whether to join the Association of Local Councils and any other organisation to the benefit of the Council.

RESOLVED THAT – the Parish Council join the Association of Local Councils.

16. AUTHORISATION OF PAYMENT FOR INDUCTION DAYS

Induction days for Councillors and Clerks were being held as follows :-

Dunchurch Village Hall, Saturday 16th June 2007 - bookings by 8th June.
Preston on Stour Village Hall, Saturday 7th July 2007 - bookings by 29th June.
Royal Leamington Spa Town Hall, Saturday 15th September 2007 - bookings by 7th September.
RESOLVED THAT –

(1) Payment for Parish Councillors and the Clerk to attend induction days be approved; and

(2) Councillors advise Councillor Mrs Latham which induction day they wished to attend.

17. PUBLICATIONS AND STATIONERY

RESOLVED THAT – the issue of ordering appropriate publications and stationery for the Parish Council be deferred for consideration at the next meeting.

CHAIRMAN