**Minutes for the Annual Meeting of Birdingbury Parish Council**

**Tuesday 17th May 2016 in The Birbury, Birdingbury**

**Present:**

Councillor Mrs Turner and Councillor Mrs Davy, Councillors Tipton and Preston.

**In Attendance**

Jackie Chapman (Clerk), County Councillor Howard Roberts and two members of the public.

1. **Welcome and election of Chair and Vice Chair.**

As outgoing Chair Councillor Mrs Turner opened the meeting and welcomed those present. Councillor Mrs Davy nominated Councillor Turner as Chair, Councillor Preston seconded and the proposal was carried. Councillor Mrs Davy nominated Councillor Tipton as Vice Chair, Councillor Preston seconded and the proposal was carried.

1. **Apologies for absence**

Councillor Mrs Morton – out of the country.

1. **Declaration of Interest of Agenda Items**

There were no declarations of interest.

1. **Adoption of, or agreement to review Standing Orders**

Councillor Mrs Turner proposed no change to the current Standing Orders. Councillor Mrs Davy seconded, the proposal was carried.

1. **To approve the minutes of the meeting held on Tuesday 19th May 2015**

Councillor Mrs Turner reminded the meeting the minutes had been approved at the meeting held on 16th June 2015.

1. **Chair’s Declaration of Acceptance of Office, Councillors Declaration of Acceptance of Office**

Councillor Mrs Turner signed the Acceptance of Office as Chair of Birdingbury Parish Council.

Councillor Mrs Davy and Councillors Preston and Tipton signed their Declarations of Acceptance of Office.

Councillors Mrs Turner and Mrs Davy and Councillors Preston and Tipton accepted and signed Rugby Borough Council’s Member Code of Conduct.

It was agreed Councillor Mrs Morton will be asked to sign her Acceptance of Office and Members Code of Conduct by the next meeting due to be held on 21st June 2016.

1. **Register of Members Financial Interests Form**

It was agreed all Councillors will complete this form by the next meeting due to be held on 21st June 2016.

1. **Financial Arrangements**
* The end of year report was circulated. Councillor Tipton proposed the report be accepted, Councillor Preston seconded, motion carried.
* It was agreed the Cheque signatories will remain as Councillors Mrs Turner, Councillor Mrs Davy, Councillors Tipton and Preston.
* It was agreed none of the leases are due to be reviewed this year. The Allotment Society asked if they could pay the Allotment rent directly to the Parochial Church Council instead of it being paid to the Parish Council, who then pay it to the Parochial Church Council. As the Allotment lease is with the Birdingbury Parish Council Cllr Preston proposed the original arrangement continue, but the Allotment Rent invoice be part of the Annual Meeting Agenda, so it is raised every year. Cllr Mrs Davy seconded this request, which was carried.

Resolved – the Clerk raise an invoice to include the rental charge for 2015 at £85.00 and the rental charge for 2016 at £90.00, a total of £175.00.

1. **Dates of Meetings**

It was agreed the meetings will continue to be held on the third Tuesday of the month throughout the year except for August and December. In February if the third Tuesday falls in half term week the meeting will be held on the fourth Tuesday.

 The dates will be: 21st June 2016, 19th July 2016, August – no meeting, 20th

September 2016, 18th October 2016, 15th November 2016, December - no meeting,

 17th January 2017, 28th February 2017, 21st March 2017, 18th April 2017, 16th May

 2017.

The Annual Village Meeting will be held on 25th April 2017.

1. **Representatives of other bodies**
* Birbury Management Committee – Councillor Mrs Davy
* Firework Committee – Councillor Preston

 The Meeting closed at 8.00pm

Signed………………………………..

Date ………………………………….