

## WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at the Oval Office,  
St Peters Business Park, Westfield on  
Monday 11<sup>th</sup> May 2015 commencing at 7.00 pm

**Present:** Chair: Cllr R Moss  
Councillors: G Fuller, B Wallbridge, D Cooper, A Butcher,  
K Docherty, E Jackson, P Wilkinson, P Williams

**In Attendance:** Mrs L Welch, Parish Clerk, Mrs E Merko, Finance  
Officer, Mrs T Stephens, Admin Assistant

Cllr Fuller advised that he would be standing down as Chair. The Parish Council thanked him for his contribution in his time in office, which had been outstanding.

### 1. Election of Chair

Cllr Moss was nominated by Cllr Wallbridge and seconded by Cllr Wilkinson .

**Resolved:** That Cllr Moss is elected Chair of Westfield Parish Council.

The Chairman thanked Cllr Fuller for steering the Council so well for the past three years, and building it up into a Council to be proud of. He gave a warm welcome to the new Councillors.

### 2. Election of Vice Chair

Cllr Wallbridge was nominated by Cllr Fuller and seconded by Cllr Wilkinson.

**Resolved:** That Cllr Wallbridge be elected as Vice Chair.

### 3. Declarations of Acceptance of office of Chair and Councillors and, if not then received, to resolve when this should be done

Cllr Moss signed the declaration of acceptance of office of Chair. All Councillors present signed their declarations of acceptance of office.

**Resolved:** That outstanding declarations of acceptance of office be received by 11<sup>th</sup> June 2015.

### 4. Apologies for Absence

Apologies were received from Cllr Hopkins who was on holiday.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**5. Declarations of Interest and dispensations**

Cllr Williams declared an interest in item 14 Review of representation on or work with existing bodies and arrangements for reporting back, as a beneficiary of the Avon Pension Fund.

Cllr Butcher arrived at 7.05pm

**6. Minutes of the Parish Council Meeting – 7th April 2015**

**Resolved:** That the Minutes of the Parish Council Meeting held 7th April 2015 be signed as a correct record.

**7. Committee and Working Group Reports**

Cllr Jackson reported that BANES was investigating parking difficulties on Nightingale Way and she would make enquiries about progress at Longfellow Road. Traffic Restrictions had now been issued at Waterside Road.

**Resolved:** a) that the minutes of the Environment and Development meeting held on 13<sup>th</sup> April 2015 be noted;  
b) that the minutes of the Finance and Personnel meeting held on 22nd April 2014 be noted.

**8. Review of delegation arrangements to Committees, Sub Committees, employees and other authorities and the terms of reference embodied therein**

**Resolved:** That the Scheme of Delegation be agreed.

**9. Nominations to existing Committees**

**Resolved:** That the Finance and Personnel Committee and the Environment and Development Committees would be formed as follows:

<b>Finance and Personnel</b>	<b>Environment and Development</b>
Cllr Wilkinson	Cllr Hopkins
Cllr Moss	Cllr Fuller
Cllr Williams	Cllr Wallbridge
Cllr Cooper	Cllr Cooper
Cllr Docherty	Cllr Docherty
Cllr Wallbridge	Cllr Butcher
	Cllr Jackson
	Cllr Moss

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Signed ..... Dated .....

**Westfield Parish Council**

**10. Appointment of any new Committees**

**Resolved:** That no new Committees were needed.

**11. Review and adoption of Standing Orders, Financial Regulations and Code of Conduct**

**Resolved:** That the Standing Orders, Financial Regulations and Code of Conduct be agreed.

**12. Review of arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities**

**Resolved:** That the review of expenditure to BANES be noted.

**13. Review of representation on or work with external bodies and arrangements for reporting back**

**Resolved:** That the representatives on outside bodies be agreed as follows:

ALCA/NALC	Chair of the Council
Bath CAB	To remove from the list
BEMS Patients Forum	
Community Plan for Westfield	Chair of the Council, Cllr Bryan Wallbridge
Development Advisory Group	Cllr Andrew Butcher, Cllr Ron Hopkins
Mardons Community Interest Organisation	Cllr Diana Cooper.
Norton Radstock Regeneration Company	Parish Council as a whole
Parish Forum	Chair of the Council
Radstock Public Transport Liaison Group	
Radstock Museum Society	Cllr Eleanor Jackson
Somer Valley Forum	Cllr Bryan Wallbridge
SWAN	Cllr Eleanor Jackson, Cllr Pat Williams
The Big Local	Cllr Robin Moss
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Chair of the Council
Joint Access Local Forum	Cllr Andrew Butcher

**Resolved:** (1) Clerk to check with Mardons, BEM Patients Forum and Radstock Public Transport Liaison Group whether there is any interest in having a Parish Councillor at their meetings.

(2) to note the invitation for nominations to the Avon Pension Fund (deadline 1<sup>st</sup> June). There were no volunteers at this stage.

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Signed ..... Dated .....

## Westfield Parish Council

### 14. Renewal of the General Power of Competence

**Resolved:** That the Parish Council confirms that it still meets the criteria for eligibility for the General Power of Competence.

### 15. Review of inventory of land and assets including buildings and office equipment

**Resolved:** That the Fixed Asset list, as re-circulated, be agreed.

### 16. Review and confirmation of arrangements for insurance cover in respect of all insured risks

**Resolved:** That the annual review of the Insurance Schedule which took place on 21<sup>st</sup> January 2015 by the Finance and Personnel Committee be noted.

### 17. Review of the Council and Employees memberships of other bodies

**Resolved:** That membership of NALC, SLCC and ILCM be agreed, in the amount of £53.56 for NALC and £242 for SLCC and ILCM.

### 18. Review of Complaints Procedure

**Resolved:** That the Complaints Procedure be agreed.

### 19. Establishing the Council's procedures for handling requests made under the Freedom of Information Act and Data Protection Act 1998

**Resolved:** That the Freedom of Information Procedure Note be agreed.

### 20. Review of the Council's policy for dealing with the press/media

**Resolved:** That the Press/Media Policy be agreed.

### 21. Pensions Discretions Policy Review

**Resolved:** That the Pensions Discretions Policy be agreed.

### 22. Child Protection Policy Review

**Resolved:** That the Child Protection Policy be agreed.

### 23. Adoption of the Equalities Policy

**Resolved:** That the Equalities Policy recommended by the Finance and Personnel Committee be adopted.

### 24. Setting of dates, times and place for ordinary meetings of the Council

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**Resolved:** That the Calendar of Meetings 2015 and 2016 be agreed.

**25. Annual Review of the Bank Mandate**

**Resolved:** That the following six signatories be agreed for the Parish Council's bank account.

Cllr Phil Wilkinson
Cllr Geoff Fuller
Cllr Robin Moss
Cllr Kevin Docherty
Cllr Diana Cooper
Cllr Pat Williams

**26. Outside Bodies Reports**

There were no reports from Outside Bodies.

**27. Chairman's Report**

Cllr Fuller reported that the noticeboard at Jubilee Green is complete, with backing in place. He thanked the office staff for their support while he was in office as Chair.

**28. Bath and North East Somerset Councillors' report**

Cllr Moss reported that now the elections were over BANES was in Conservative Control, with one Ward election still to be declared.

Cllr Jackson reported that she was monitoring facilities in this area as a member of the Joint Health Scrutiny Panel. She also reported that she was on the CURO Committee looking at aspects of management and policy which were unsatisfactory.

**The Meeting finished at 7.50 pm.**

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Signed ..... Dated .....