

**Minutes of the proceedings of Annual Council Meeting held in
Pittington Village Hall, High Pittington, 7pm,
Tuesday 18th May 2021**

Present: Councillors V Patton (Vice Chair), C Hicks, G Patton, J Everett, D Hall,
J Glasgow, D Tate

Also: M Toal (Clerk)

01/21 Introduction and Welcome

Vice Chair, Councillor Victoria Patton welcomed everyone to the meeting.

02/21 Apologies for absence

Cllr A Toal, apologies accepted

03/21 Election of Chairman

It was proposed by Councillor J Everett and seconded by C Hicks that Councillor V Patton be nominated as Chairman for the municipal year 2019/2020. **Resolved** – that Councillor Victoria Patton be appointed Chair of the Council for the municipal year 2021/22.

04/21 Declaration of Office, Chair

Declaration of office read and signed by Councillor Victoria Patton

05/21 Election of Vice Chairman

It was proposed by Councillor G Patton and seconded by V Patton that Councillor Craig Hicks be nominated as Vice Chairman for the municipal year 2019/2020. **Resolved** – that Councillor Craig Hicks be appointed Vice Chairman of the Council for the municipal year 2021/22.

06/21 Cemetery Fees

Cemetery fees for St Laurence Church remain the same as previous year

07/21 Allotment Fees

Allotment fees for Coalford Lane allotments and Church Vale allotments remain the same as previous year

08/21 Appointment of Lead Members

The appointment of Lead Members

- Planning – C Hicks
- Police/Crime – J Everett
- Rights of Way – D Tate
- Allotments – V Patton
- Policies – J Glasgow
- Cemetery – G Patton

09/21 Sub Committees

Pride in Pittington (PIP) and Loans and Borrowing (L&B) to be replaced as Finance to be sub committees of Pittington Parish Council.

10/21 **Adoption of Governing Documents/Policies**

- Standing orders
- Cemetery Policy
- Financial Regulations
- Disciplinary Procedure
- Public Participation
- Allotment Policy
- Donation/Grant Policy
- Document Retention Policy
- Public Filming, Recording or otherwise reporting – Council/Committee Meetings
- Habitual/Vexatious Complaints Policy
- Co-Option Policy
- Model Publication Scheme
- Complaints and Comments Policy
- Health and Safety Policy
- Risk Assessment
- Communications Policy

Signed
