

**Minutes of the proceedings of Annual Council Meeting held in  
Pittington Village Hall, High Pittington, 7pm,  
Tuesday 17th May 2022**

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

Also: M Toal (Clerk) 3 members of public

**01/22 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 2022/2023. **Resolved** – that Councillor Victoria Patton be appointed Chair of the Council for the municipal year 2022/23.

**02/22 Declaration of Office, Chair**

Declaration of office read and signed by Councillor Victoria Patton

**03/22 Introduction and Welcome**

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

**04/22 Apologies for absence**

Cllr G Patton, apologies accepted

**05/22 Election of Vice Chairman**

It was proposed by Councillor v Patton and seconded by D Tate that Councillor Craig Hicks be nominated as Vice Chairman for the municipal year 2022/2023. **Resolved** – that Councillor Craig Hicks be appointed Vice Chairman of the Council for the municipal year 2022/23.

**06/22 Cemetery Fees**

Cemetery fees to be discussed at next meeting.

**07/22 Allotment Fees**

Council members agreed on allotment fees for Coalford Lane allotments and Church Vale allotments. Increased by £10, fees now £50 plot rental per year.

**08/22 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

**09/22 Sub Committees**

Pride in Pittington (PIP) and Loans and Finance Committee to be sub committees of Pittington Parish Council. Gardening to Group to continue to be a parish voluntary group.

10/22 **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

Council agreed to adopt all policies, updated and signed by V Patton (Chair)

Signed

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