

**Minutes of the proceedings of Annual Council Meeting held in
Pittington Village Hall, High Pittington, 7pm,
Tuesday 16th May 2023**

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

Also: M Toal (Clerk) 2 members of public

01/23 Election of Chairman

It was proposed by Councillor J Everett and seconded by D Tate that Councillor V Bell be nominated as Chairman for the municipal year 2023/2024. **Resolved** – that Councillor Victoria Bell be appointed Chair of the Council for the municipal year 2023/24.

02/23 Declaration of Office, Chair

Declaration of office read and signed by Councillor Victoria Bell.

03/23 Introduction and Welcome

Chair, Councillor Victoria Bell welcomed everyone to the meeting.

04/23 Apologies for absence

Cllr D Hall, apologies accepted

05/23 Election of Vice Chairman

It was proposed by Councillor J Everett and seconded by Councillor V Bell that Councillor Craig Hicks be nominated as Vice Chairman for the municipal year 2023/2024. **Resolved** – that Councillor Craig Hicks be appointed Vice Chairman of the Council for the municipal year 2023/24.

06/23 Cemetery Fees

Cemetery fees increased to
Single Grave £200-£400
Cremated remains in plot £125-£250
Interment £250-£500

07/23 Allotment Fees

Council members agreed on allotment fees for Coalford Lane allotments and Church Vale allotments. No increase, kept at £50 per year.

08/23 Appointment of Lead Members

The appointment of Lead Members

- Planning – C Hicks
- Allotments – V Bell
- Policies – J Glasgow
- Cemetery – G Patton

09/23 **Sub Committees**

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

10/23 **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 Bell (Chair)

Signed
