

Minutes of the **Annual Meeting** of Arthuret Parish Council followed by the  
Annual Parish Meeting held on Monday 17th May 2021 at 7.00 p.m.at  
Longtown Memorial Hall Community Centre

<u>Present</u>	Cllrs Sir JFS Graham G Routledge, M Gunson, C Adams, L Mason, K Johnstone R Graham and C Johannsen,
<u>Minutes of 7<sup>th</sup> May 2020 Minute No 39</u>	The minutes of the meeting held on the 7 <sup>th</sup> May 2020 were approved as a true record and signed by the chairman.
<u>Chairmans Report Minute No 40</u>	The Chairmans Report was read out (see attached)
<u>Members of the public Minute No 41</u>	Correspondence received to the clerk from 2 residents of the parish, also tenants on the allotments was read out. It was agreed this would be addressed through a meeting with the Chair and Vice Chair as soon as practical, to address the issues raised.
	<b>There followed a short break when the Annual Parish Meeting commenced at 7.15pm</b>
<u>Election of chairman Minute No 42</u>	Nominations for chairman invited. Proposed by Cllr G Routledge seconded by Cllr L Mason that Cllr Sir JFS Graham be elected as chairman. There were no other nominations for chairman. <b>Resolved unanimously</b> to elect Cllr Sir JFS Graham as Chairman for the next year.
<u>Declaration of acceptance of office of Chairman Minute No 43</u>	<b>Resolved</b> Cllr Sir JFS Graham signed the Declaration of acceptance of Office of Chairman and was elected for the next year.

<p><b><u>Election of Vice Chairman</u></b> <b><u>Minute No 44</u></b></p> <p><b><u>Declaration of Interest</u></b> <b><u>Minute No 45</u></b></p>	<p>Proposed by Cllr M Gunson, seconded by Cllr C Johannsen that Cllr G Routledge be elected vice chairman. There were no other nominations. <b>Resolved</b> unanimously to elect Cllr GR as Vice Chairman for the next year.</p> <p>No declarations of interest made.</p>
<p><b><u>Review Insurance</u></b> <b><u>Minute No 46</u></b></p>	<p>Clerk awaiting confirmation of the insurance premium for 2021/22, this was the final year of a 3 year fixed agreement.</p>
<p><b><u>Representatives on outside bodies</u></b> <b><u>Minute No 47</u></b></p>	<p>Resolved to appoint members to represent the council on the following.</p> <p><b><u>Community Centre Management Committee</u></b> Cllr Sir JFS Graham.</p> <p><b><u>Allotment Committee</u></b> Cllrs M Gunson, C Adams with Cllr K Johnstone expressing an interest to become a member of the Allotment Committee.</p> <p><b><u>CAP Initiative</u></b> Cllrs GR and LM.</p> <p><b><u>Partnership Group</u></b> Cllr G Routledge, C Adams and Cllr M Gunson</p> <p><b><u>Beck Burn Wind Farm</u></b> Cllr G Routledge</p> <p><b><u>Hallburn Wind Farm</u></b> Cllr Sir JFS Graham</p> <p><b><u>Incredible Edible Project</u></b> Cllr L Mason, for this project to be a successful community project more volunteers was needed.</p>
<p><b><u>To agree members of Council on committees and Working Groups</u></b> <b><u>Minute No 48</u></b></p>	<p><b>Finance</b> Full council</p> <p><b>General Purposes/Amenities Committee</b> GR CA CW CJ</p> <p><b>Allotment Committee</b> MG CA and allotment holders</p>

	<p><b>Parish Playing Fields</b> GR SE MG GR</p> <p>Noted the need to promote and enable more use of the playing fields and changing rooms to encourage more sports and recreational events on the field, currently very much underused, and to generate income.</p> <p><b><u>Christmas festivities Working Group</u></b> CA LM GR MG RG</p>
<p><b><u>Review Council Policies and Procedures</u></b> <b><u>Minute No 49</u></b></p>	<p>In reviewing and adopting Councils Procedures, as no paper copies were available due to the latest Covid Restrictions, the clerk made all councillors aware all documents were available on line to read via the parish council website, by request a copy would be forwarded, as well as a paper file kept in the Council Office.</p> <p>The following were reviewed</p> <ul style="list-style-type: none"> <li>• Councils Procedure for handling requests under The Freedom of Information Act.</li> <li>• Councils Complaints Procedure.</li> <li>• Financial Regulations.</li> <li>• General Data Protection Regulations (2019)</li> <li>• Retention Policy</li> <li>• Standing Orders</li> <li>• Financial Risk Asset Management</li> <li>• Dealing with Press and Media</li> <li>• Anti-Harassment and Bullying policy</li> </ul>

**Minutes of the Annual Parish Meeting of Arthuret Parish Council held on  
Monday 7<sup>th</sup> May 2019 at 7.00 pm in the Council Centre**

**Present**

Cllrs Sir JFS Graham, G Routledge, M Gunson, C Adams, S Winthrop, C Wigham and EJ Conley  
County and City Cllr V Tarbitt, City Cllr J Mallinson

**Chairmans**

The Chairman read the Annual report (attached)

**Report**

**Minute No 359**

**Members of the**

There were no members of the public present.

**Public Minute**

**No 360**

The meeting closed at 7.15p.m. and was followed by the Annual Meeting and May council meeting