

Orchard Park Community Council

Minutes of the Annual General Meeting of the Community Council held on Wednesday 11th May 2016 at 7.30pm at the Community Centre, Orchard Park.

Present: Councillors Y Macaulay (residing Chair), R Nixon (residing Vice Chair), F Oboloje, C Hosmer, A Chan, B Brenton and E Meschini.

In attendance: V Wood (Clerk), L Owen (Centre Manager) County Councillor D Jenkins, there were no other members of public present.

CC16/001 Election of Chair and Vice Chair and acceptance papers:

- i) Cllr Macaulay was nominated as Chair by Cllr Nixon and seconded by Cllr Oboloje, a vote of all in favour is recorded, Cllr Macaulay accepted the position as Chair for a further term. Cllr Oboloje nominated Cllr Nixon as Vice Chair this was seconded by Cllr Hosmer, a vote of all in favour is recorded; Cllr Nixon accepted the position for a further term.
- ii) Acceptance papers duly signed.

CC16/002 To receive and approve apologies for absence: Apologies were received by Cllr D Warren (OPCC), County Councillor M Mason and District Councillor N Davies, no further apologies received.

CC16/003 Disclosures of Interests – There were no disclosures of interest.

CC16/004 Public Participation: No public participation received.

CC16/005 Minutes of meeting on 13th April 2016: the minutes of the meeting held on 8th April 2015 were read, Cllr Meschini proposed they be signed as true, this was seconded by Cllr Oboloje all in favour, the minutes were duly signed.

CC16/006 Report from County Councillors: Report from County Members received and noted. Cllr Oboloje asked for clarity on the item relating to Parishes working together, Cllr Jenkins advised that this is a new entity and he was unsure how it would work in completion, in terms of a guide book it will be written as we go. No further questions arose.

CC156007 Report from District Councillors: No report from District Members is received. No District Member present to take questions.

CC16/008 Community Centre Manager: The Community Centre Manager delivered his report which included:

- i) **General Maintenance** – further quotations for maintenance of the green roof are received and there is an area for clarity before they may be brought to Council. Discussions with the original installer regarding ongoing issues with the flood lighting are in process, this time over the Tennis and Skate Park areas. Matters will be brought to council for decision once talks concluded. The issues relating to the boiler following the planned annual

maintenance are being resolved. Quotations to reduce overheads for the printer/copier are in process and will be brought to Resource Committee.

- ii) **Facilities usage and income update** – Members are updated with the end of month income figures, income noted. The CM also updated Members with the initial success of the new baby & toddler group being run by volunteers on Orchard Park, which is being offered as a free facility for the first month.
- iii) **Community Development** - The Centre Manager updated Members with the final arrangements for Saturdays Market and feedback from the Fiesta meeting held last week; Update noted.

CC16/009 Clerks Report: A report from the Clerk is received and noted including;

- i) General correspondence and included the quotation from the new grounds maintenance for the replacement trees in POS 4, having previously voted that the failed trees and shrubs should be replaced in CC13/176 (09/04/214) Members agreed for the Clerk to instruct. **Action:** Clerk.
- ii) **Website Communications and Media update:** The change for hosting the mailboxes was almost complete although some adjustments are required, the website upgrade had been put on hold due to work load relating to the end of year accounts. Will prioritise once accounts were with auditor.
- iii) **Sports Facility Extension:** Following Consultations there was one neighbour objection, otherwise consultees are happy, SCDC Planning are hopeful that they can issue as a delegated decision relatively soon.

CC16/010 OPCC Policy's Review: Members received a full pack of Policy documents. A decision was made to bring the Policy Review to the next meeting once Members had been delegated time to review.

CC16/011 Resource Committee: Members considered to

- i) Note the minutes from the meeting of 6th May 2016 – Minutes noted no matters arose.
- ii) Consider recommendations for the current BCR – No recommendations noted.

CC16/012 Planning Committee: Members considered to

- i) Note consideration from the informal meeting of 25th April 2016 – Noted with no matters arising.

CC16/013 Finance

- i) **Payments:** Payments for April 2016 are approved, proposed by Cllr Meschini and seconded by Cllr Brenton, all in favour payments duly signed.

- ii) **Review end of year figures:** The end of year figures were reviewed; it is noted that they are within the budget scope and actual income is higher than predicted. A discussion arose regarding arrangements for audit; Cllr Nixon proposed that subject the no changes in terms and fees of our current auditor, we should proceed to instruct. This was seconded by Cllr Oboloje all Members in favour. **Action:** Clerk.

CC16/014

- iii) **Finance Risk Management:** Details of the risk management are considered, Cllr Nixon proposed that provision within is adequate and they should remain. Cllr Oboloje seconded the proposal, a vote recorded of all in favour, Risk Management document signed in accordance by the Chair.

(members of the press and public are requested to leave the meeting before personnel issues are discussed)

CC16/015

Personnel

Staffing: Members are advised that following the resignation of the Bookings assistant and the recommendation of the Resource Committee she had been given garden leave covering the notice period. The CM would cover the roll on a temporary basis, further discussions regarding replacement will be taken to Resource Committee

The Chair closed the meeting at 20.50pm

Sign.....Chair

Date.....