24 May 2019

Minutes of the Management Committee Meeting

Held on **Wednesday 22 May 2019** at **7.00 pm**

At Stantonbury Parish Council Office, 126 Kingsfold, Bradville

**Management Committee Members**

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| Cllr David Wright-Chairman | Cllr Peter Kirkham |
| Cllr Abid Anwar | Cllr Linda Morgan |
| Cllr Sara Agintas | Cllr Carol Northwood |
| Cllr Graham Davison | Cllr Barbara Wright |
| Cllr Sandra Kennedy |  |

**MINUTES**

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|  | **15-minute session for members of the public to speak**.  No members were present. |  |
|  | **Present:**  Cllr D Wright (DW)-Chairman  Cllr S Agintas (SA) Arrived at 7.05 pm  Cllr G Davison (GD)  Cllr P Kirkham (PK)  Cllr L Morgan (LM)  Cllr C Northwood (CN) |  |
| M/01/19 | **Apologies:**  Cllr B Wright – **Agreed by 5 votes for**  Cllr S Kennedy – **Agreed by 5 votes for** |  |
| M/02/19 | **Elect a Chairman of the Management Committee**  Committee to nominate and elect who they would like as the Chairman of the Management Committee for 2019/2020 by show of hands.  **Cllr David Wright was nominated by Councillor Graham Davison and Seconded by Councillor Morgan to be the Chairman of the Management Committee for 2019/2020. A show of hands was requested and 5 votes were received for Councillor David Wright to continue as Chairman.**  **Agreed by 5 votes for.** |  |
| M/03/19 | **Declarations of Interest:**  None. |  |
| M/04/19 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 10 April 2019**.  **Agreed by 5 votes for, 1 abs.** |  |
| M/05/19 | **Office Manager Updates**  Chairman to issue a written update to the Management Committee.  **Cllr Davison stated that the Skate Park was a major construction site.** |  |
| M/06/19  a)  1.  2.  3.  4.  1.  2.  3.  4.  5.  b)  c) | **Working Groups**  Chairman to ask for 2019/2020 Working Group 1 and 2 Membership volunteers.  **It was agreed that the following Councillors will form the members of Management Working Group 1:**  **WG1**  **Cllr Peter Kirkham**  **Cllr Sara Agintas**  **Cllr Sandra Kennedy**  **Cllr David Wright**  **It was agreed that the following Councillors will form the members of Management Working Group 2:**  **WG2**  **Cllr Linda Morgan**  **Cllr Graham Davison**  **Cllr David Wright**  **Cllr Carol Northwood**  **Cllr Abid Anwar**  Chairman to ask for a volunteer to lead 2019/2020 Working Group 1. **It was agreed that Councillor Peter Kirkham should be the leader of Working Group 1**  Chairman to ask for a volunteer to lead 2019/2020 Working Group 2. **It was agreed that Councillor Linda Morgan should be the leader of Working Group 2.** |  |
| M/07/19 | **Policy Control**  Chairman to present to the Management Committee a flow chart detailing how policies are to be dealt with.  **Name a member of staff working on the policies & procedures.**  **We need to get the groups together.** |  |
| M/08/19  a)  b)  c) | **Policies**  Management Committee to review the following sections of the Procurement Documents:  Procurement Procedure  **Procurement procedure**  Tender Review Document  Procurement Specification Document |  |
| M/09/19 | **Next Management Meeting Date**  Management Committee to discuss and agree the date and time to hold the next Management Committee Meeting. The suggested date and time are **Wednesday 12 June 2019** at **7.00pm.**  **Next meeting 12th June 2019.** |  |
| M/10/19 | **Agree to hold a confidential Part 2 of the meeting at which press and the public will be excluded under the Public Bodies (Admission to Meetings) Act 1960 section (2).** |  |
| M/11/19 | **Confidential**  Consideration of matters related to the following confidential matters: |  |

**Meeting Closed at 7.37 pm**

The next meeting of Stantonbury Parish Management Committee

will be held at the Parish Office, 126 Kingsfold, Bradville**.**