**ANNUAL MEETING – 19th May 2021**

**VENUE: Village Hall**

**MINUTES**

**ATTENDING:**  Cllr. S. Jerrams Coughtrey (Chairman), Cllrs M. Allen, K. Burgess, K. Jones,

Clerk Val Furniss, N. Truman, M. Harris, M. Barrett, K. Stevens,

T. Stevens, J. Upton

21/787 Election of Chairman for the Year 2021/2022 - Chairman to sign Declaration of Office

* In order for Council to elect a Chairman for the year 2021/22

Councillor Sue Jerrams Coughtrey stood down as Chairman.

**Proposed**: Cllr. K. Burgess. **Seconded**: Cllr. K. Jones

Cllr. M. Allen said he was prepared to stand as Chair and as there were no other nominations a vote was taken and Councillors attending voted for Cllr. Mark Allen as Chairman.

Councillor Mark Allen, as Chairman for 2021/22 agreed to sign the Declaration of Office and returned it to the Clerk and took the Chair.

**Proposed**: Cllr. K. Burgess. **Seconded**: Cllr. K. Jones

The Clerk had prepared a Certificate of Appreciation for the work Sue Jerrams Coughtrey had accomplished as a Cllr and Chair over the years she had been a member of the Parish Council. Cllr Allen signed the certificate and it was presented to Sue in recognition of her achievements.

21/788 Apologies for absence

 The Clerk had received one apology from S. Smith – Family Commitment

 **Proposed**: Cllr. K. Burgess **Seconded**: Cllr. K. Jones

21/789 Election of Vice Chairman for the year 2021/22

* Vice Chairman to sign Declaration of Office

Councillor Burgess expressed an interest in the role. Cllr. Truman said that

Susannah Smith had advised her that she would be interested in the role. The Chair asked for a vote to be taken and Susannah Smith received majority of the votes – 5. Cllr Burgess received 4. However, the Clerk reminded the Chair, Cllr. M. Allen, that Susannah Smith was not present and she would need to express her personal view/opinion. The Chair asked the Clerk if Susannah Smith had written to her. The Clerk said she had not and therefore, this would need to be deferred and be an Agenda item for the next meeting – agreed by all those attending.

21/790 Councillors to sign:

1. Declaration of Office
2. Declaration of Interests

All Cllrs attending were asked to complete forms they have been issued with for the Clerk to process/witness after the meeting. Time was allocated for Cllrs to complete and sign the forms in their folders observed by the Clerk.

21/791 Minutes of Annual Meeting of the Parish Council of 18th May 2020 - Approval.

The minutes had been approved at a Parish Council meeting and signed on 1st June 2020 – Agenda item:20/449.

21/792 Financial arrangements

1. Appoint/Confirm Bank and banking arrangements – appoint cheque signatories
	1. The Clerk/RFO recommended that Council remain with Barclays Bank. Councillors indicated that they would like to review options.
	2. In the meantime, banking arrangements would stand as before.
	3. Cheque signatories would be: Cllr. K. Jones and the Clerk.
	4. The Chair queried whether the Clerk signing cheques would be a conflict of interest and instructed the Clerk to verify with NCALC. The Clerk said to her knowledge it wasn’t but she would comply with Cllr Allen’s request and speak to the CEO of NCALC to verify.
2. Appoint/Confirm Responsible Financial Officer (RFO)
	1. The Clerk, V. Furniss, expressed an interest in remaining as RFO for the year 2021/22. All Councillors participating agreed and she was duly appointed for another year.
3. Appoint/Confirm Internal Controls Councillors (ICC)
	1. Two Cllrs expressed an interest in the role of ICC for the year 2021/22 – Cllrs. Jones and Harris. All Councillors participating agreed to review the role and advise if they would be willing to carry out the role at the next meeting. However, it was also agreed that the Quarterly reports should be carried out in future to improve the current process as pointed out by the Internal Auditor for the second year.

21/792 Financial arrangements – Continued.

1. Standing orders – Notification of any changes deemed necessary
	1. No changes were deemed necessary – to be reviewed at a later date.

21/793 Decide and confirm Working Parties required and elect members for 2020/21

* The Chair gave an overview of the current Working Parties and explained the difference between Working Parties and Committees/sub-Committees
* Details had been circulated to all Cllrs prior to the meeting – Cllrs agreed to review and update the Clerk of their Working Party preference, in writing – to be agreed at the next meeting.
* Initial thoughts were:
* Cemetery Working Party - lapse
* Planning Working Party – planning issues are reviewed at PC meetings
* Finance Working Party – When required – major expense
* Human Resources (HR) Working Party – as and when needed
* Highways Working Party – convened for major issues only

21/794 Councillors’ Portfolios - Election of Council Representatives\*

1. Age Concern\*
2. Allotments
3. Alms Houses\*
4. Archiving
5. Care Homes\*
6. Cemetery
7. Cheney Chatter\*
8. Children’s Clubs
9. Children’s Homes
10. Church/Covenant Meetings/WW1 Memorial \*
11. Community Hub
12. Emergency Plan\*
13. Environmental – fly tipping, trees/vegetation, rights of way
14. Finance
15. Heritage & Commemorative Dates
16. Highways
17. Human Resources (HR)
18. IT/Website\*
19. Land Registry\*
20. Library Supporters Group\*
21. Month Of Madness (MOM)
22. Neighbourhood Plan
23. Open Space - Play areas
24. Paths and Rights of way
25. Playing Field Association/Social Club (PFA)\*
26. Planning
27. Police

21/794 Councillors’ Portfolios - Election of Council Representatives\* - Continued

1. Pre-School/Toddlers Groups
2. Primary School Academy
3. Secondary School Academy\*
4. Transport
5. Village amenities – Pocket Parks, Village Green, Bins, Benches
6. Village Hall\*
7. Women’s Institute (WI)\*

Councillors to confirm interest/participation to the Clerk, in writing. Election of Council representative to be confirmed at a future meeting. Portfolio topics – more than one Cllr can have an interest and participate in advising full Council.

21/795 Councillors’ ‘Wards’ – Cllrs to confirm areas/roads.

* Cllrs to confirm to the Clerk, in writing, areas they are prepared to cover – where they live and streets close by.
* One or more Cllrs can cover the same road or area.

21/796 Next Meeting due to Covid restrictions – The Chair advised the meeting scheduled for the 7th June 2021 may need to be moved to the 9th June as the Village Hall was unavailable due to prior bookings. He requested that the Clerk liaise with Cllr Jones (Secretary for the Village Hall) to confirm the date and to communicate to all Cllrs as soon as possible.

The Clerk would confirm and complete formalities relating to rules and regulations including costs immediately/next day and notify Cllr. Smith as she was absent.

Signed: ……………………………………………………………………. Date: ………………………………….2021

 Chairman