**PARISH COUNCIL ANNUAL MEETING**

**Venue: Parish Meeting Room**

**9th MAY 2022**

**MINUTES**

**22/1035 Election of Chair for the Year 2022/2023**

* Cllr Alan Youel was proposed Cllr, Kristian Burgess seconded Cllr Ruth Hoose, carried unanimously
* Chair signed the declaration of office

**22/1036 Apologies for absence**

To receive any apologies for absence from the meeting. Members who cannot attend a meeting shall tender their apologies in writing to the Parish Clerk prior to the meeting – Section 85(1) of the Local Government Act 1972.

* Cllr Mark Allen, Cllr Stuart Howard, Cllr Nina Truman - Apologies accepted

**22/1037 Election of Vice Chair**

* Cllr Kristian Burgess, Cllr Edward Jerrams Coughtrey, Cllr Mark Allen all put themselves forward all were proposed and seconded. A member of the public was allowed to speak who felt that it would be better to have completely new leadership of the council and objected to MA being elected. This was considered and accepted and Cllr Kristian Burgess was elected
* Vice Chair signed Declaration of Office done

Cllr. Richard Solesbury-Timms arrived at 19:49

**22/1038 Councillors to sign:**

1. Declaration of Office - done
2. Declaration of Interests to be completed by 16th May

**22/1039 Minutes of Annual Meeting of the Parish Council of 19th May 2021**

Approved 9th June 2021. ratified

**22/1040 Schedule of Meetings 2022/23**

* Agree meeting dates for next council year 3rd Monday each month
* Proposed Cllr Alan Youel, Seconded Cllr. Edward Jerrams Coughtrey
* Agreed - unanimous

**22/1041 Financial arrangements as is**

1. Appoint/Confirm Bank and banking arrangements – appoint cheque signatories – Existing signatories
2. Appoint/Confirm Responsible Financial Officer (RFO) PGi
3. Appoint/Confirm Internal Controls Councillors (ICC) RST/EJC/MA
4. Review Standing Orders and Financial Regulations KB/EJC

**22/1042 Decide and confirm Committees/ Working Parties required and elect members for 2022/23**

* Human Resources (HR) Committee RST AY RH EJC MA
* Cemetery Working Party KB RST SH
* Planning Working Party KB RST SH
* Finance Working Party KB EJC RH PLG RST AY MA
* Highways Working Party KB RST SH

**22/1043 Councillors’ Portfolios - Election of Council Representatives**

|  |  |
| --- | --- |
| Age Concern | IT/Website |
| Allotments | Land Registry |
| Alms Houses | Library Supporters Group |
| Archiving | Month Of Madness (MOM) |
| Care Homes | Neighbourhood Plan |
| Cemetery | Open Space - Play areas |
| Cheney Chatter | Paths and Rights of way |
| Children’s Clubs | Playing Field Association/Social Club (PFA) |
| Children’s Homes | Planning |
| Church/Covenant Meetings/WW1 Memorial | Police |
| Community Hub | Pre-School/Toddlers Groups |
| Defibrillators | Primary School Academy |
| Emergency Plan | Secondary School Academy |
| Environmental – fly tipping, trees/vegetation, rights of way | Transport |
| Finance | Village amenities – Pocket Parks, Village Green, Bins, Benches |
| Heritage & Commemorative Dates | Village Hall |
| Highways | Women’s Institute (WI) |
| Human Resources (HR) |  |

**Condense and categorise the above and look at later Cllr Alan Youel to circulate**

**Signed:** **A. Youel** –**Chair**