

**Tysoe.org.uk**  
Minutes of the Annual Meeting of Tysoe Parish Council  
Held on Monday 8<sup>th</sup> May 2017 at 7.15pm

Present: Cllrs Sinclair, Locke, Allen, Collier, Cressman, Haines, Littlewood & Tongue  
In attendance: DC Fielding  
Public: 31

<p><b>1. Election of the Chair</b></p> <p>Cllr Sinclair asked for proposals for the role of Chair. Cllr Collier proposed Cllr Sinclair and this was seconded by Cllr Littlewood. A vote was then called 6 Councillors voted in favour of Cllr Sinclair and there was one abstention from Cllr Tongue. Cllr Sinclair was duly elected as Chair for 2017/18.</p>	<b>Action/ Date</b>																		
<p><b>2. Welcome to the meeting given by the Chair</b></p> <p>Cllr Sinclair welcomed all Councillors and members of the public.</p>																			
<p><b>3. Apologies - None</b></p>																			
<p><b>4. To Hear Declaration of interest</b></p> <p>None for this meeting but Cllr Sinclair declare a pecuniary interest for the following meeting.</p>																			
<p><b>5. Election of Deputy Chair 2017/18</b></p> <p>Cllr Sinclair asked for proposals for the role of Deputy Chair, Cllr Tongue proposed Cllr Locke and this was seconded by Cllr Collier.</p> <p>Cllr Sinclair then proposed Cllr Littlewood but there was no seconder.</p> <p>A vote was called for the election of Cllr Locke to Deputy Chair and all Councillors voted in favour.</p>																			
<p><b>6. Agree Parish Councillors Areas of Responsibilities 2017/18</b></p> <p>The Councillors agreed the following areas of responsibility for 2017/18:</p> <table> <tr> <td>Planning</td><td>Cllrs Tongue, Cressman &amp; Littlewood</td></tr> <tr> <td>Neighbourhood Plan</td><td>Cllr Littlewood &amp; Sinclair to deputise if needed</td></tr> <tr> <td>Finance</td><td>All Councillors</td></tr> <tr> <td>Flooding</td><td>Cllrs Collier &amp; Allen</td></tr> <tr> <td>Trees</td><td>Cllrs Sinclair &amp; Collier</td></tr> <tr> <td>Communications</td><td>Cllr Haines</td></tr> <tr> <td>Playground Project</td><td>Cllrs Cressman, Locke &amp; Allen</td></tr> <tr> <td>Playing Field</td><td>Cllrs Allen &amp; Locke</td></tr> <tr> <td>HR/Payroll</td><td>Cllr Sinclair</td></tr> </table>	Planning	Cllrs Tongue, Cressman & Littlewood	Neighbourhood Plan	Cllr Littlewood & Sinclair to deputise if needed	Finance	All Councillors	Flooding	Cllrs Collier & Allen	Trees	Cllrs Sinclair & Collier	Communications	Cllr Haines	Playground Project	Cllrs Cressman, Locke & Allen	Playing Field	Cllrs Allen & Locke	HR/Payroll	Cllr Sinclair	
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<p><b>7. Financial Matters</b></p> <p>The Clerk reported that the internal audit had now been completed by Guard D'Oyly and no matters were reported.</p> <p>The Clerk had circulated the draft annual accounts together with the annual external audit return which has to be returned to Grant Thornton to enable them to complete the external audit.</p> <p>The proposed timetable is:</p> <p>Full meeting on 5<sup>th</sup> June 2017 and at that meeting:</p> <ul style="list-style-type: none"> <li>Agree Annual Governance Statement</li> <li>Agree the Accounting statements</li> <li>Set the period for the exercise of public rights (6/6/2017 – 15/7/2017)</li> </ul> <p>Publish on the website the approved and signed annual Governance Statement and the Accounting Statements along with the Notice for the exercise of public rights and the Declaration of the status of the accounts.</p> <p>Submit all paperwork to external auditors</p>	
<p>Cllr Sinclair said before the closure of the meeting she would like to thank Richard &amp; Claire Wixey, her employer, Wixey Transport Limited. As it was only through their support and understanding that she had been able to undertake the role of Chair of the Parish Council. They had been understanding about the fact that she arrived on the work car park at 9.00am but then talked Parish Council business on the phone for an hour before actually making it into the office at 10.00am on numerous occasions and then for her work to be interrupted again by Council business necessitating her having to leave the office to take further telephone calls.</p> <p>Cllr Sinclair also wanted to thank her husband, Simon for his support and for cooking the dinner on Monday evenings.</p>	
<p><b>8. Closure of the meeting to the public and press – 7.30pm</b></p>	