

# MINUTES



<b>Meeting Type</b>	AGM
<b>Date &amp; Time:</b>	Monday 14 September 2020 at 7.15pm
<b>Location:</b>	Zoom multi-user video software
<b>Councillors present:</b>	Jacqui Sinclair (Chair), David Roache (Vice Chair), John Tongue, Alison Cross, Jeremy Rivers-Fletcher, Malcolm Littlewood
<b>In attendance:</b>	Beverley Thorpe (Parish Clerk), County Councillor Chris Williams, District Cllr John Feilding
<b>Members of the public (MOP):</b>	7

## 64. ELECTION OF CHAIRMAN AND VICE-CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Roache proposed Cllr Sinclair as Chairman. Seconded by Cllr Tongue. There were no other proposals. **All in Favour.**

Cllr Sinclair asked for proposals for Vice Chairman. Cllr Littlewood proposed Cllr Roache. Seconded by Cllr Tongue. There were no other proposals. **All in Favour.**

## 65. WELCOME AND APOLOGIES

Cllr Sinclair welcomed Councillors and the Public to the meeting. Apologies received from Cllr Millward.

## 66. COUNCILLORS TO ENTER FINANCIAL INTERESTS IN REGISTER OF MEMBERS' INTERESTS

Councillors were reminded to review their record of Financial Interests in the Register of Member's Interests and update if required.

## 67. ANNUAL AUDIT UPDATE

- i. **Progress of External Audit** – the Clerk reported that the AGAR has been received by PKF Littlejohn.
- ii. **Asset Register** – the Asset register was reviewed. Changes in the year include the addition the new playground equipment and the value of the Apple Mac being reduced to a nominal £1. All Councillors agreed it was complete. **ACTION** Clerk to post on parish website.

## 68. AREAS OF RESPONSIBILITY

Councillors were asked to confirm their areas of responsibility going forward and consider having a minimum of two Councillors represented in each area.

- i. **Employment/HR** – Cllrs Cross & Millward
- ii. **Financial Management** – Cllrs Sinclair & Millward
- iii. **Infrastructure & Environment** – Cllrs Cross, Littlewood and Tongue
- iv. **Neighbourhood Plan** – Cllrs Roache, Tongue, Littlewood and Rivers-Fletcher
- v. **Planning** – Cllrs Millward, Tongue, Littlewood
- vi. **Playground** – Cllrs Cross & Millward
- vii. **Road Safety** – Cllr Rivers-Fletcher
- viii. **Welfare & Social Housing** – Cllrs Roache, Tongue, Cross and Littlewood
- ix. **Trees** – Cllrs Bardey & Sinclair

Communications was previously listed as an Area of Responsibility. Going forward day-to-day communications to be handled by the Parish Clerk and this area of responsibility to be expanded to be forward looking under the title Council Strategy which could also include the planning of the Parish Assembly.

**Proposed** Cllr Cross **Seconded** Cllr Littlewood **All in Favour**

- x. **Council Strategy (future planning)** – Cllrs Roache, Cross & Littlewood

## 69. GOVERNANCE

Councillors were asked to agree the following updated legal policies and procedures as the final documents. All documents to be updated on the website.

- i. Standing Orders 2020
- ii. Financial Regulations 2020

## Extra Ordinary Meeting of Tysoe Parish Council

- iii. Risk Management Policy and Plan 2020
- iv. Data Protection Policy and Privacy Notice
- v. Scheme of Delegation to the Clerk
- vi. Welcome to Members of the Public

**Proposed** Cllr Littlewood **Seconded** Cllr Sinclair **All in Favour**

**70. DATES OF FUTURE MEETINGS** - meetings moved to second Monday of the month to accommodate the banking dates.

- i. 12 October 2020
- ii. 9 November 2020
- iii. 14 December 2020
- iv. 11 January 2021 - budget
- v. 8 February 2021
- vi. 8 March 2021

**71. CLOSURE OF THE MEETING**

Cllr Sinclair proposed closing the meeting at 19.43

**Proposed** Cllr Littlewood **Seconded** Cllr Rivers-Fletcher **All in Favour**

**SIGNED**



**DATE** 16 September 2020