**Date**  9th May 2022

**Time**  19.15

**Venue**  The Reading Room, Main Street, Tysoe

**Councillors Present** David Roache (Chairman), Jacqui Sinclair (Vice-Chairman), Matt Jarvis-Cleaver, John Tongue, Jane Millward, James Bardey

**Apologies**  Alison Cross, Malcolm Littlewood

**In Attendance** Cllr Chris Mills (County), Cllr John Feilding (District), Charmaine Swift (Parish Clerk & RFO)

**Members of the Public**  1

**01. ELECTION AND DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Roache welcomed Councillors and Members of the Public to the meeting and handed the proceeding over to Cllr Sinclair (Vice-Chair) who then nominated Cllr Roach for the position of Chairman.

**Proposed:** Cllr Sinclair **Seconded:** Cllr Tongue **ALL IN FAVOUR**

Cllr Roache Nominated Cllr Sinclair for the position of Vice-Chair.

**Proposed:** Cllr Millward **Seconded:** Cllr Tongue  **ALL IN FAVOUR**

**02.** **WELCOME AND APOLOGIES**

Apologies received from: Cllr Littlewood and Cllr Cross

**03. DECLARATION OF INTERESTS**

None received.

Cllr Roache reminded all Councillors present that they should consider if they needed to update their Financial Interests in the Register of Members’ Interests and review their profiles and contact details on the Parish Council Website [www.tysoe.org.uk](http://www.tysoe.org.uk)

(Any updates to be completed by the next Meeting in June.)

**04. CONFIRMATION OF MINUTES**

The Council confirmed the minutes of the AGM from May 2021 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

**05. ANNUAL AUDIT**

a) Annual Internal Audit is set for May 26th and the Audit Milestone for 2022-23 from this will be presented at the next ordinary meeting. The AGAR will also be presented at the next Ordinary meeting of the Council in June and all papers will be published on the Transparency Page of the website when they are available.

b) The Asset Register will be updated by the next Ordinary meeting in June to reflet the removal of the Apple Mac and inclusion of a screen and printer. **Actioned 25.5.22**

**06. FINANCE**

**a)** To agree the final accounts 2021-22

**Proposed:** Cllr Sinclair **Seconded:** Cllr Bardey **ALL IN FAVOUR**

**b)** The VAT refund of £2,937.77 has been submitted and received.

Proposal to accept the VAT Refund submission was received.

**Proposed:** Cllr Sinclair **Seconded:** Cllr Jarvis Cleaver **ALL IN FAVOUR**

**c) To agree Payment Authority for 2022 -23**

**Proposed:** Cllr Sinclair **Seconded:** Cllr Bardey **ALL IN FAVOUR**

**d)** Proposal to proceed with request for a Bank Charge Card with a limited spend of £200 per transaction and cards to be issued to Clerk, Chair & Vice Chair.

Proposed: Cllr Bardy **Seconded: Cllr Tongue ALL IN FAVOUR**

**07 PARISH COUNCIL POLICIES**

a) Standing Orders

As there were no changes to the Standing Orders from 2021-22 Cllr Millward proposed acceptance of the current Standing Orders.

**Proposed**: Cllr Millward **Seconded:** Cllr Tongue **ALL IN FAVOUR**

b) Risk Management Plan

Risk Management Plan revised

**Proposed:** Cllr Bardey **Seconded:** Cllr Jarvis Cleaver **ALL IN FAVOUR**

**08. FUTURE MEETINGS**

a) May 12th 7.15pm Tysoe Annual Parish Assembly, in The Reading Room, Main Street, Tysoe

b) June 13th Ordinary Meeting 7.15pm at The Village Hall

c) July 11th Ordinary Meeting 7.15pm at The Village Hall

d) September 12th Ordinary Meeting 7.15pm at The Village Hall

e) October 10th Ordinary Meeting 7.15pm at The Village Hall

f) November 14th Ordinary Meeting 7.15pm at The Village Hall

g) December 12th Ordinary Meeting 7.15pm at The Village Hall

**09. COMMITTEES AND WORKING GROUPS**

**a) Affordable Homes Committee –** Cllr Roache, Cllr Jarvis-Cleaver, Cllr Littlewood, Cllr Tongue

**b) WORKING GROUPS**

**Employment –** Cllr Cross, Cllr Millward

**Finance –** Cllr Roache, Cllr Sinclair, Cllr Millward

**THRG -** Cllr Bardy, Cllr Cross and non Councillors

**Infrastructure –** Cllr Cross, Cllr Millward, Cllr Littlewood

**Playground –** Cllr Millward, Cllr Cross

**Traffic –** Cllr Littlewood, Chris Bell

**Trees & Green Space –** Cllr Sinclair, Cllr Bardey

Proposal to agree Committee and working Group membership

**Proposed :** Cllr Millward **Seconded:** Cllr Sinclair **All in Favour**

**10. Meeting Closure**

Cllr Roache Closed the Annual General Meeting at 7.35pm