

ENGLISH BICKNOR PARISH COUNCIL

Annual Meeting

Minutes of the Annual meeting of English Bicknor Parish Council held on Monday 27th July 2020 at English Bicknor Village Hall. The Parish Council had been unable to hold the meeting earlier in the year due to the Covid-19 pandemic. Prior to the start of the meeting, the Chairman drew councillors' attention to the special conditions of being able to meet during Covid-19 was drawn up by the Village Hall Committee. Signed acceptance of these conditions had been forwarded to Mr R. Fyffe prior to the meeting taking place, as requested by the Village Hall Committee.

Those present were as follows:

Cllr Mrs P. Drinkall
Cllr Mr. D. Gunter
Cllr Mr. K. Braithwaite

Cllr Mr J.Carrick
Cllr. Mrs A.Bowen

994. Election of Chairman

Cllr Mrs Drinkall was proposed by Cllr Carrick, seconded by Cllr Braithwaite and agreed by all present. There were no other proposals. Cllr Drinkall indicated that she was willing to continue as chairman and was duly appointed.

995. Election of Vice-Chairman

Cllr Carrick was proposed by Cllr Gunter and seconded by Cllr Mrs Bowen. There were no other proposals. Cllr Carrick indicated that he was willing to stand, following which he was appointed after everyone present voted in favour.

996. Apologies

Apologies were received from Cllr Mrs Owen.

997. Review of Register of Interest forms

As there were no changes for any councillor, these forms did not need to be completed.

998. Confirmation of the minutes of the 2019 Annual Meeting

The minutes had been previously circulated, agreed and signed at the Parish Council meeting held on 5th August 2019.

999. Appointment of representatives to other committees/bodies

Cllr Carrick confirmed that he is mid-way through his term as the Parish Council representative to the George Wyrhall Charity, and Cllr Braithwaite is also part way through his term as the representative to the Lucy Machen Charity. Cllr Carrick agreed to take on the role as Parish Council representative to the English Bicknor Village Hall Committee after being proposed by Cllr Gunter and seconded by Cllr Braithwaite.

1000. Confirmation of appointment of internal auditor

It had been agreed by councillors during the Covid-19 lockdown that Mrs J. Hailes should again be asked to carry out the role of internal auditor for the Parish Council.

1001. Confirmation of acceptance of the Annual Governance Statement

The Annual Governance Statement was approved and signed by the chairman.

1002. Confirmation of acceptance of the Accounting Statements

Copies of the end of year accounts, the internal auditor's Accounting Statement and her signed and approved Annual Internal Audit Report 2019/20 had previously been circulated. These were all accepted by the Parish Council and signed by the chairman.

1003. Confirmation that during the financial year the income or expenditure did not exceed £25,000

The Certificate of Exemption was certified by the Parish Council, following which it was completed and signed by the Chairman, and by the clerk as Responsible Financial Officer.

1004. Review of cheque signatories

New forms have been completed and submitted to the bank, for Councillors Bowen and Braithwaite, after the first set of forms were lost by Lloyds Bank.

1005. Review and adoption of Standing Orders

As Standing Orders had been extensively reviewed and adopted during 2018, Councillors agreed to adopt Standing Orders with no further amendments.

1006. Review and adoption of Risk Assessments

Councillors confirmed that they are happy with the current Risk Assessments, which have been reviewed by Cllr Braithwaite. The risk assessment for the seat in English Bicknor is no longer required as that seat has been removed. Cllr Braithwaite has drawn up risk assessments for the Vehicle Activated Sign in Hillersland and for the bench-seat near the telephone kiosk in Hillersland, which he will circulate to all councillors.

1007. Review of inventory of land and assets

The register of assets was reviewed and approved; the seat at English Bicknor has been deleted and the Vehicle Activated Sign in Hillersland has been added to the list.

1008. Time-table of Meetings for the Year

Dates of Parish Council meetings for the remainder of 2020 were confirmed as 5th October and 7th December, Covid-19 allowing. The clerk will confirm these dates with Mrs J. Bradley, and also confirm that meetings can be held in the main hall.