

Minutes of Dalton Piercy Parish Council Annual Meeting

held at 7.00pm on Thursday 8th August 2020 at Dalton Village Hall

Present: Cllrs. Noble, Patrick and Rezai.

In Attendance: Clerk J White.

1. **Welcome and Introductions:** The outgoing Chairman welcomed everyone and invited the Clerk to take the chair as it is normal practice for the Clerk to Chair the Annual Meeting until the new Chairman is appointed, at which point s/he would normally then take over to chair the remainder of the meeting.
Those present observed strict social distancing in accordance with Covid secure practice. The Annual Meeting is being held later than usual due to disruption caused by the Coronavirus pandemic.
2. **Declarations of Interest:** Councillors present were invited to declare any interests in items on the agenda, in accordance with regulations. No declarations made in regards to agenda items. However, all persons present at the meeting wished to put on record an interest in Dalton Piercy Village Hall.
3. **Apologies for Absence:** Cllrs. Ireland, Timothy & Burroughs
4. **A) Election of Chair:** Cllr Noble, seconded by Cllr Patrick nominated Cllr Rezai. The Clerk asked if there were any other nominations and confirmed none had been made prior to this meeting, none were made. The Clerk declared Cllr Rezai **duly elected** as Chairman and invited him to take over the chair. Cllr Rezai thanked his colleagues and expressed his intention to undertake his role to the best of his ability and to get results by working together.

B) Cllr Rezai signed the Declaration of Acceptance of Office.
5. **A) Election of Vice-Chair:** Cllr Patrick nominated, if he is willing, Cllr Timothy. No further nominations were put forward. As Cllr Timothy is not present at the meeting it was **Agreed** the decision should be moved to the next meeting of DPPC.
6. **Acceptance & Review of the Parish Council Constitution Guidelines/Standing Orders/Financial Regulations and Policies.**

Councillors had been asked to review all policies prior to this meeting the Clerk also produced paper copies for review if needed including a copy of the Risk Register and newly completed Risk Assessment in relation to Covid-19. All apart from 'DPPC Complaints Procedure' were **approved** without amendment.

Cllr Noble proposed the Complaints Procedure should include an addition for clarification about who a person may appeal to, regarding any decision made by DPPC. This was **agreed** and Cllr Noble would circulate a draft for decision prior to our next meeting.

A) Formation of Sub-Committees:

It was **agreed** terms of reference for the following committees would remain unchanged.

Personnel Sub-Committee; Existing member not present. Decision deferred to next meeting.

Maintenance Group; It was agreed members continue to be Cllrs Noble and Patrick, Cllr Noble to Chair.

Discipline and Complaints Committee; It was proposed the Committee should consist of DPPC Vice Chairman and 2 other members. Decision deferred to next meeting.

B) Asset Register dated 1st April 2020: The asset register was **approved** with the addition of 22 Wooden barrel flower tubs.

7. **Insurance:** Due to the Coronavirus pandemic and associated government restrictions it was **agreed** by email to pay the annual renewal premium of £257.60 to Zurich Municipal earlier this year. Councillors present confirmed this was the case.

8. **Annual Governance and Accountability return for the Year ending 31st March 2020:**

To agree the Annual Governance Statement 2019/20 of the Annual Return

The Clerk explained that Councillors must be accurate in their responses to the questions posed to them, stating either Yes or No in response to each question. She then read out each question in turn.

The Clerk explained Councillors should declare a 'No' response to question 4. This is because the inspection period during 2019 for the 2018/2019 AGAR began a few days after July 1st. At that time the Clerk had not realised this was a legal requirement. Going forward the Clerk is now aware and public inspection dates will be adhered to.

Councillors **agreed** that they had to give a NO response to that question. All other questions, with the exception of Question 9 were answered in the affirmative, Q9 being 'Not Applicable'.

The Clerk recorded answers as they were given and the Chairman then signed and dated the Statement, witnessed by the Clerk.

9. **Appointment of Internal Auditor:** Cllrs **agreed** a remuneration of £150.00 for the internal audit and would like our current auditor to continue for the coming year should she wish to do so.

The Annual Meeting closed at 7.55pm.