

MINUTES

Meeting Type	AGM
Date	2 September 2020
Time	19.30
Venue	Zoom virtual meeting
Councillors Present	Paul Brazel (Chairman), Stephen Bolton, Malcolm Whyte, Roger Wright
In Attendance	Beverley Thorpe (Parish Clerk & RFO), District and County Councillor Anne Parry
Members of the Public	1

Agenda Item
<p>1. ELECTION OF CHAIRMAN AND VICE-CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE Councillor Bolton welcomed all to the meeting and asked for nominations for the role of Chairman. Cllr Bolton proposed Cllr Brazel. There were no other nominations. Proposed Cllr Bolton Seconded Roger White. All in favour.</p> <p>Councillor Brazel asked for nominations for Vice Chairman. Cllr Whyte proposed Cllr Bolton. Proposed Cllr Whyte Seconded by Cllr White. All in favour.</p> <p>ACTION The Clerk advised both Councillors to complete the Declaration of Acceptance of Office. Return to Clerk once complete.</p>
<p>2. WELCOME AND APOLOGIES No apologies.</p>
<p>3. CO-OPTION NEW COUNCILLOR Krystyna Pietrecki from Ashorne has been asked by Cllr Bolton if she would join the Council. Krys is willing to consider the role. She will speak to one of the Councillors about what is involved and will consider for the next meeting.</p> <p>ACTION Clerk to copy Krys into correspondence until the next meeting. ACTION Cllr Bolton suggested that a Cllr Brazel contacts Andrew Lee to be contacted re future co-option.</p>
<p>4. COUNCILLORS TO ENTER FINANCIAL INTERESTS IN REGISTER OF MEMBER'S INTERESTS ACTION Clerk to circulate form for all Councillors to complete.</p>
<p>5. PAYMENT AUTHORITY – agreement to pay recurring payments when Council is not meeting The Clerk presented a list of recurring payments for the Council to approve being paid on a monthly or bi-monthly basis without having to wait for meetings to approve them. This will ensure that payments are all recorded in the minutes and that payment terms for individual suppliers are met.</p> <p>Payments are</p> <ul style="list-style-type: none"> • Clerks Salary and PAYE based on 4 hours per week • Working from Home Allowance (if agreed) • Water Plus water supply to Allotments capped at £250 (bi-monthly) • Warwickshire County Council for printing of Village Hut News capped at £30 (bi-monthly) <p>Proposed Cllr Whyte Seconded Cllr Brazel All in favour.</p> <p>ACTION Once the Working from Home allowance has been decided, Clerk to update form and email to Cllr Brazel for signature. Cllr Brazel to then forward to Cllr Bolton who will return to the Clerk</p>
<p>6. AREAS OF RESPONSIBILITY – appointment of responsibilities</p> <ol style="list-style-type: none"> a. Village Hall – Cllr Brazel b. Church – Cllr Wright c. Allotments – Clerk / Krys Pietrecki (if co-opted) d. Emergency Plan – Cllrs Whyte / Cllr Brazel / Cllr Bolton e. Village Hut News - Cllr Brazel f. Footpaths & Village Maintenance – Cllr Bolton g. Welcome Pack Committee – Judy Cooper h. Oakley Woods – Judy Cooper i. Lengths man Liaison – Cllr Bolton / Clerk j. Planning – Cllr White / Krys Pietrecki (if co-opted)

MINUTES

<p>k. Community Engagement – Cllr Bolton l. Infrastructure (includes Clock, Memorial Trees, Telephone Kiosks, Bridge) – Cllr Bolton m. Human Resources – Cllr Brazel</p>
<p>7. GOVERNANCE <i>to agree Council Policies due for review</i></p> <p>a. Standing Orders b. Financial Regulations c. Risk Management Policy and Plan d. Welcome to Members of the Public</p> <p>Proposed Cllr Whyte, Seconded Cllr Brazel All in Favour</p> <p>Action Cllrs to complete review of draft Data Protection Policy and Privacy Notice. Clerk to review and update (if necessary) Grants Policy.</p>
<p>8. DATES OF NEXT MEETING – <i>all meetings commence at 19.30 unless otherwise stated. Meeting dates are subject to change.</i></p> <p>4 November 2020 6 January 2021 – Budget 3 March 2021 5 May 2021 – AGM</p> <p>Proposed Cllr Whyte Seconded Cllr Bolton All in Favour</p>
<p>9. CLOSURE OF THE MEETING 20.00 hours Proposed Cllr Brazel Seconded Cllr Whyte All in Favour</p>

Signed

Date 4 November 2020