

Melverley Parish Council

Chairman: Mrs Sally Herbert-Jones

Minutes of the Annual Meeting of the Melverley Parish Council held on 12th May 2021 at 8.00 pm

Present: Cllr Rosy Harding, Sally Herbert-Jones (Chairman), Cath Jones, Roger Jones

Declarations of Acceptance of Office and Declarations of Interest were completed before the meeting commenced

- 21.1 To Elect a Chairman – Cllr Sally Herbert-Jones was unanimously elected
- 21.2 To receive apologies – there were no apologies
- 21.3 To provide an opportunity for members of the Public to speak (15 mins) – there were no members of the public present
- 21.4 To note any declarations of Interest – there were no declarations of interest
- 21.5 To confirm the minutes of the meeting on 1st May 2019 – the minutes of the 1st May 2019 were unanimously approved
- 21.6 To co-opt an additional councillor to fill a vacancy – Council noted that there had been no formal response to the co-option notice which would expire later in May
- 21.7 To Elect a Vice-Chairman – Cllr Cath Jones was unanimously elected
- 21.8 To Elect Delegates & Representatives:
 - a) Delegate to Oswestry Area Committee – Cllr Sally Herbert-Jones was unanimously elected
 - b) Rescue Punt Liaison councillor - Cllr Sally Herbert-Jones was unanimously elected
 - c) Flood Forum – Cllrs Sally Herbert-Jones and Rosy Harding were unanimously elected to represent the Parish Council.
- 21.9 To consider other representation – no other organisations were identified, although it was noted that both Cllrs Sally Herbert-Jones and Cath Jones were on the Village Hall Committee
- 21.10 Annual Governance and Accounting Return (AGAR) 2020-21
 - a. To review the bank reconciliation and budget report – unanimously approved
 - b. To receive the Annual Internal Audit Report and agree any actions
Council noted the report, and in particular those aspects where improvements were necessary. The Clerk was tasked with producing an action plan to bring about the necessary improvements and report to Council when practicable.
 - c. To complete and sign The Certificate of Exemption – completed and signed
 - d. To approve and sign The Annual Governance Statement - completed and signed
 - e. To approve and sign The Accounting Statement – unanimously approved and signed
 - f. To approve the commencement date for the exercise of public rights – unanimously approved for publication
- 21.11 To consider and approve any annual donations – it was unanimously agreed that the Parish Council would not make donations in 2021-22 and it was resolved that support to bodies and organisations supporting parishioners would be invited to apply for grants, in line with the grant policy approved in January 2021.

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21.12 Finance

a. To receive and note the Annual Bank Account Reconciliation – noted as above

b. Council unanimously approved payments and bank reconciliation:

28th April – Clerk's salary

Balance brought forward from Year End 31st March 2021	£2,951.81
Add: Receipts to date	£4,500.00
Less: Payments to date 2020-2021	£138.75
Closing Balance at 30th April 2021	£7,313.06

Bank Balances as at 30 April 2021:

Current account 70622206	£7,313.06
less unrepresented cheques/payments	£0.00
	£7,313.06

c. To note the receipt of the annual precept and neighbourhood fund allocation – Council noted the precept of £4,500 received on 23rd April 2021 and Neighbourhood Fund of £487, received on 5th May 2021

21.13 To receive a report on the installation of the defibrillator – council noted that the defibrillator was now installed and available for use. Planes would be made for training as soon as social distancing and other measures made this practicable

21.14 To receive external reports if any

a. Shropshire Council - none

b. Police - none

21.15 To confirm the dates of next meetings: Council confirmed the dates as:

16th June, 7th July, (August), 1st September, 6th October, 3rd November, 1st December, 5th January 2022, 2nd February 2022, 2nd March, 6th April

Signed as a true record

Chairman..... Date.....