

Fenny Compton Parish Council

Minutes of an Annual Meeting Of Fenny Compton Parish Council Held at the Village Hall, Fenny Compton on Monday 17th May 2021 At 7.45pm

PRESENT: Parish Councillors: Jon Dutton in the Chair, Derek Carless, Alan Payne, David Johnson, Emma Briscoe, Sam Parkes and Roly Whear

IN ATTENDANCE: Parish Clerk Lydia Cox

1. **Election of Chairman and to receive their Declaration of Acceptance of Office:** Derek Carless, proposed Jon Dutton for the role of Chairman, this was seconded by Roly Whear and unanimously agreed by the Parish Council. Jon Dutton then duly signed the Chairman's Declaration of Acceptance of Office Form
2. **To Accept Apologies for Absence:** None
3. **Declaration of Interest on Items on the Agenda:** None
4. **Dispensations:** None
5. **Election of Vice-Chairman:** The Council unanimously agreed that Councillor Parkes would continue as Vice-Chair
6. **Confirmation of the minutes of the last Annual Parish Council Meeting:** The minutes to the last Annual Parish Council meeting were approved in the meeting on the 17 June 2019
7. **Review of delegation arrangements to sub-committees, employees and other local authorities:** None
8. **Review terms of reference for committees:** None
9. **Receipts of nominations to existing committees:** None
10. **Appointment of any new committees, confirm terms of reference, numbers and receipt of nominations:** None at this point of time
11. **Review Standing Orders (including Co-Option Procedures), Financial Regulations and cheque signatories:** The Parish Council previously reviewed and updated the current Standing Orders and Financial Regulations and approved them at the April 2021 Ordinary Meeting. Councillors reviewed the Co-Option Procedures and cheque signatories and decided to keep them unchanged
12. **Review of, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities:** None
13. **Review of representation on or work with external bodies and arrangements for reporting back:** It had been agreed that Councillor Carless would represent the Parish Council on the Neighbourhood Plan Steering Group and that they would report back monthly at Parish Council meetings
14. **Review of inventory of land and assets including buildings and office equipment:** The Fixed Asset Register was reviewed and approved as part of the audit process at the April Ordinary meeting
15. **Review and confirmation of arrangements for insurance cover in respect of all insured risks:** The Parish Council will review the insurance renewal quotes at the May Ordinary meeting
16. **Review of the Council's and/or employees' memberships of other bodies:** The membership to WALC was renewed in April 2021 and ICO was renewed in November 2020. It had previously been agreed that membership to CPRE and the Allotment Association will no longer be paid for

Signed _____



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17. **Establishing or reviewing the Council's complaints procedure:** This was reviewed, amended and approved at the April 2021 Ordinary meeting
18. **Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998:** This is detailed in the Standing Orders, and a checklist is available on the website and was updated in December 2020
19. **Establishing or reviewing the Council's policy for dealing with the press/media:** This was reviewed, amended and approved at the April 2021 Ordinary meeting
20. **To remind Councillors to update their Notice of Registrable Interests.** Done
21. **Setting the dates, times and place of ordinary meetings of the full Council for the year ahead:** The diary dates for 2021 were agreed in the November 2020 Ordinary meeting, and distributed by the Clerk and displayed on the Parish Council website

The meeting was closed at 19.50

