

Draft Minutes of Dalton Piercy Parish Council Annual Meeting
held at 7.00pm on Thursday 13th May 2021 at Dalton Piercy Village Hall

Present: Cllrs. Noble, Patrick, Ireland, Rushworth, Jackson and Rezai.

In Attendance: Clerk J White and 1 member of the public.

Meeting began at 7.11pm

Those present observed strict social distancing in accordance with Covid secure practice.

1. **Welcome and Introductions:** The outgoing Chairman welcomed everyone and informed those present that Alan Timothy had submitted his resignation as a Parish Councillor to DPPC. On behalf of the Parish Council, Cllr Rezai expressed his sincere thanks for all Alan has done for Dalton Piercy in his role as Vice Chairman and his commitment in dealing with legal cases on behalf of the Parish has been invaluable.
Cllr Rezai 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.
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.
3. **Apologies for Absence:** None received.
4. **A) Election of Chair:** Cllr Noble nominated Cllr Rezai, seconded by Cllr Patrick. 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:** No nominations were put forward. Cllr Ireland volunteered for the position. Seconded by Cllr Rezai. Cllr Ireland was **duly elected** as Vice Chairman.
B) Cllr Ireland signed the Declaration of Acceptance of Office.
6. **Acceptance & Review of the Parish Council Constitution Guidelines/Standing Orders/Financial Regulations and Policies:** It was **agreed** all policies remain the same other than: **Financial** regulations; petty cash float is to be increased to £50.00. Over the coming months there is to be a substantial review of DPPC standing orders.
7. **Banking arrangements**
It was **agreed** arrangements are to remain unchanged, however the Clerk will investigate the option of an easier to access bank account (one which allows online banking) and remove and add signatories to the account to include and remove new and old members.

8. Formation of Sub-Committees:

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

Personnel Sub-Committee; It was **agreed** the members would be Cllr Ireland and Cllr Rushworth, Cllr Ireland to Chair.

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

Discipline and Complaints Committee; It was **agreed** the Committee will continue to consist of DPPC Vice Chairman and 2 other members.

9. Asset Register dated 1st April 2021: The asset register was **approved**.

10. Risk Register dated 1st April 2021: The Clerk apologised she had not prepared the register and asked for this item to be moved to the financial section of the next full Council meeting. **Agreed.**

11. Insurance: It was **agreed** by email to pay the annual renewal premium of £514.01 to Zurich Municipal earlier this year. Councillors present confirmed this was the case.

12. Annual Governance and Accountability return for the Year ending 31st March 2021:

As the internal audit is yet to be completed the Clerk requested this item be moved to the next full Council meeting under the finance section. **Agreed.**

13. Appointment of Internal Auditor: The Clerk has been unsuccessful in finding a suitable person to undertake the internal audit. Cllr Ireland recommended a contact. It was **agreed** should this person agree to undertake the work the Clerk should go ahead with remuneration **agreed** at similar rates to the past (upto £150.00)

The Annual Meeting closed at 7.45pm.