

**Minutes of the Annual Council Meeting  
Held on Wednesday 5 May 2021  
Via Zoom Video Conferencing**

**Present:**

CLlr Jonathan Horton  
CLlr Clive Hill  
CLlr Trevor Wills  
CLlr John Fox  
CLlr Karen Dunn  
CLlr Kim Wallace  
CLlr Carole Pearce  
CLlr Sue Rogers  
CLlr Mark Noblet  
CLlr Michael Kay

**Clerk:** Julie Brennan

**Public:** 1 member

**1. Rules and Procedures of Video Conferencing**

CLlr Jonathan Horton explained the rules and procedures for Zoom video conferencing and welcomed everyone to the meeting.

**2. Clarification of Parish Council Meetings Held Via Zoom Video Conferencing**

The Coronavirus Regulation 2020 were passed by Government on 1<sup>st</sup> April 2020 and apply to meetings taking place before 7 May 2021. The regulations enable local authorities to hold meeting remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast and live interactive streaming.

CLlr Horton confirmed that from 7 May 2021 the Council were unable to meet via Zoom and due to the Covid-19 guidelines, could not meet in person until after 22 June 2021. The Clerk confirmed that meetings after 17 May 2021 could only take place outside in groups of no more than 30. From 22 June, assuming the staged withdrawal of lockdown proceeded as planned, it would be possible to meet indoors. CLlr Horton proposed that meeting would take place outdoors at the Recreation Ground until it was possible to meet indoors.

**Proposed: CLlr Jonathan Horton**

**Seconded: CLlr Clive Hill**

**All in Favour**

**A Resolution is carried that meetings from 17 May 2021 to 21 June 2021 would take place outdoors at the Recreation Ground.**

**3. Election of Chairman for 2021/22**

The Clerk asked the members present for their proposals to elect a Chairman for the coming year. CLlr Clive Hill proposed CLlr Jonathan Horton and this was seconded by CLlr Karen Dunn.

**Proposed: Cllr Clive Hill**

**Seconded: Cllr Karen Dunn**

**All in Favour**

**A Resolution is carried** Cllr Jonathan Horton is appointed as Chairman.

### **3.1 Declaration of Acceptance into Office - Chairman**

Cllr Jonathan Horton signed the Declaration into Office and held up the document to allow his signature to be witnessed. The Clerk confirmed that she would counter sign the Declaration on receipt.

### **4. Election of Vice Chair for 2021/22**

Cllr Jonathan Horton proposed Cllr Wayne Hadley to be appointed as Vice-Chair in his absence and this was seconded by Cllr Kim Wallace.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Kim Wallace**

**All in Favour**

**A Resolution is carried** Cllr Wayne Hadley to be invited to act as as Vice-Chairman. The Clerk to arrange for the Declaration of Acceptance into Office to be signed and witnessed as soon as possible.

**Action item:** The Clerk to confirm that Cllr Wayne Hadley wishes to be Vice-Chairman for 2021/2022 and to arrange for the Declaration into Office to be duly signed and witnessed.

### **5. Apologies**

Cllr Wayne Hadley offered his apologies.

### **6. Declaration of Interests & Dispensations**

None

### **7. Approval of the Minutes of the 15 May 2019**

Cllr Jonathan Horton asked those members present at the 15 May 2019 meeting if they considered that the minutes were a true and accurate record.

**Proposed: Cllr Karen Dunn**

**Seconded: Cllr Clive Hill**

**All in Favour – Cllr Jonathan Horton and Cllr Kim Wallace**

**A Resolution is carried** that the minutes are a true and accurate record.

### **8. Appointment of the Internal Committee**

#### **8.1 Appointment of Members**

Cllr Horton noted that at this point the appointment of members to the various internal committees would usually take place. However, he confirmed that this would be held over until the completion of the Councillor Skills Matrix exercise which sought to identify which committees the councillors wanted to join and align the selection with their existing skills and experience.

**Action item:** Appointment of Members to internal committees to be carried out following the completion of the Councillor Skills Matrix exercise.



## **8.2 Terms of Reference for the Committees**

The Clerk had circulated terms of reference for each of the committees and these were agreed and duly proposed.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Clive Hill**

**A Resolution is carried all in Favour**

## **9. Appointment of Representative to the External Committees & Outside Bodies**

Members discussed the representatives on the external committees and agreed the representatives for the coming year.

- Cllr Sue Rogers agreed to join Cllr Karen Dunn on the HS2 Committee.
- Cllr Jonathan Horton to remain on the Airport Committee.
- Cllr Clive Hill and Cllr Wayne Hadley to remain as Parish Hall Trustees and to be joined by Cllr Mark Noblet.
- Marston Green Village Charitable Trust – Cllr Clive Hill to remain on this committee along with Cllr Carole Pearce who also serves on the Trust.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Trevor Wills**

**A Resolution is carried all in Favour**

**Action item:** The Clerk to check who needs to be added or removed from the Bickenhill Relief In Need Charity.

## **10. To Agree & Adopt Standing Orders 2021**

The Clerk had circulated a copy of the Standing Orders by email and Cllr Horton asked if members were happy to proceed as formal adoption was required by the Parish Council.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Kim Wallace**

**A Resolution is carried all in Favour**

## **11. To Agree & Adopt Financial Regulations 2021**

The Clerk had circulated a copy of the Financial Regulations by email and Cllr Horton asked if members were happy to proceed as formal adoption was required by the Parish Council.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Karen Dunn**

**A Resolution is carried all in Favour**

## **12. Review of Asset Register**

The Clerk had circulated a copy of the Asset Register by email to members. Cllr Horton noted that more work would be undertaken on the Asset Register in the coming months but asked if members were happy to proceed as formal adoption was required by the Parish Council.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Mark Noblet**

*A Resolution is carried all in Favour*

**13. Approval of the Parish Council & Committee Meetings dates for 2021/22**

The Clerk had issued a calendar detailing the meetings for the coming year. Cllr Michael Kay had asked for the Finance Committee meetings which were scheduled to take place on 27 December 2021 and 28 February 2022 to be rescheduled. The Parish Council and Committee Meeting dates for 2021/22 were approved subject to the changes to the meetings highlighted by Cllr Kay.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Clive Hill**

*A Resolution is carried all in Favour*

**Action item:** The Clerk to reschedule the Finance Committee meeting highlighted by Cllr Kay and to circulate the amended calendar.

**14. To review the Bank Mandate & signatures**

Cllr Horton confirmed that those currently listed on the Bank Mandate were himself, Cllr Clive Hill, Cllr Kim Wallace, Cllr Karen Dunn, Barbara Tocher (former Cllr), Franciska Giles (former Clerk), Carole Cox (former RFO) and Frank Bunce (former Cllr). It was agreed that the Bank Mandate should be amended to remove those people who had left the Council. It was noted that the finance approval process required review and that BACS payments should ideally require counter signature. Cllr Horton proposed that the Finance Committee undertake a review of the current process and bring a proposal to the June 2021 Parish Council Committee for consideration.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Clive Hill**

*A Resolution is carried all in Favour*

**Action item:** The Finance Committee to review the bank mandate and process of approvals and to bring a proposal to the June 2021 Parish Council meeting for consideration. The bank mandate is also to be updated to remove those people who have since left the Parish Council.

**15. Year End Accounts - Bank Reconciliation**

The Clerk had circulated a copy of the Bank Reconciliation/Cash flow report for the year ending the 31 March 2021 and this was duly noted.

**A Resolution is carried that the bank reconciliation is noted.**

**16. Financial Risk Assessment**

The Clerk had circulated a copy of the Financial Risk Assessment by email to members and Cllr Horton asked if members were happy to proceed as formal adoption was required by the Parish Council.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Mark Noblet**

*A Resolution is carried all in Favour*

**17. Review of Council Procedures**

The Clerk had circulated to members by email the below procedures



- 17.1 Complaints Procedure
- 17.2 Freedom of Information Act 2000
- 17.3 General Data Protection Regulations (GDPR)
- 17.4 Good Practice for dealing with the Press & Media
- 17.5 Copyright Guidance – Legal Topic Notice 39

Cllr Horton asked if there were any comments or if members were happy to formally adopt the procedures. Cllr Karen Dunn queried the GDPR paper and Cllr Michael Kay agreed that the Finance Committee would review this.

**Proposed: Cllr Jonathan Horton**

**Seconded: Cllr Karen Dunn**

**A Resolution is carried all in Favour**

**Action item:** The Finance Committee to review the GDPR paper.

**The meeting closed at 19:30.**

