



## WOODNEWTON PARISH COUNCIL - ANNUAL MEETING MONDAY 4<sup>th</sup> May 2020 REMOTELY at 8.00PM

### (DRAFT) MINUTES

**Present:** Cllr Hansford, Cllr Neville, Cllr Blackmore, Cllr Flack, Cllr Jenner, Cllr Guttridge and Amy Miller (Clerk and RFO)

#### **1. Election of Chairman**

Cllr Hansford was nominated by Cllr Neville and seconded by Cllr Flack. There were no other nominations. Council **AGREED** unanimously; Cllr Hansford to be elected Chairman of the Parish Council for 2020 to 2021. Cllr Hansford signed the Acceptance of Office Declaration.

#### **2. Declarations of Members' Interests from Councillors.**

None.

#### **3. Apologies for Absence.**

None.

#### **4. Election of Vice-Chairman**

Cllr Neville was nominated by Cllr Blackmore and seconded by Cllr Jenner. There were no other nominations. Council **AGREED** unanimously; Cllr Neville to be elected Vice Chairman of the Parish Council for 2020 to 2021. Cllr Neville to sign the Acceptance of Office Declaration.

#### **5. Allocation of Responsibilities**

Cllr Flack – Allotments, Neighbourhood Watch Liaison, Footpath Officer

Cllr Blackmore – Street Lights. Highways & Pavements, Playground

Cllr Hansford – Grass & Village Maintenance, Minutes to the Newsletter and Cemetery

Cllr Jenner – Churchyard & Trees

Cllr Neville – Planning Applications, Police Liaison and Newsletter Liaison

Cllr Guttridge – Financial Review & Oversight, Playground

The chairman thanked all for their work and commitment over the past twelve months and for taking these responsibilities forward for the next twelve.

## **6. Financial Management During the Year.**

Council reviewed its Financial Management arrangements for the year ending 31<sup>st</sup> March 2020 and **AGREED** that they met the requirements of the Accounts and Audit Regulations, and Proper Practice.

## **7. Standing Orders**

There being no changes required, council **RE-ADOPTED** its Standing Orders.

## **8. Financial Regulations**

Following the **PROPOSAL**, it was unanimously **AGREED** to **ADOPT** the later 2019 model Financial Regulations from NALC.

## **9. Council's Policies and Procedures**

There being no changes required, Council **RE-ADOPTED** its Policies and Procedures on Councillor Code of Conduct, Freedom of Information, Risk Assessment and Complaints Procedures, GDPR and Equal Opportunities Policy.

## **10. Insurance Cover**

Council reviewed its insurable risks and **CONFIRMED** its current cover.

## **11. Date for the next Annual Meeting**

The next Annual Meeting of the Parish Council will be held on 10<sup>th</sup> May 2021 (the first non Bank Holiday Monday in May.)

## **12. Dates for the next Monthly Parish Council Meetings**

Council **AGREED** the following dates

01/06, 06/07, 10/08, 07/09, 05/10, 02/11, 07/12, 11/01, 08/02, 08/03, 12/04

## **13. Close of Meeting**

The Chairman closed the meeting at 20.37

Chairman's Signature.....

Date 1<sup>st</sup> June 2020

Prepared by Amy Miller Clerk and RFO

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6<sup>th</sup> May 2020