

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



MINUTES

These are the minutes of the Annual Parish Council Meeting, held online using Zoom technology. The Meeting took place at 6.00pm, Monday 18th of May 2020.

Signed -

Parish Clerk & Proper Officer

Those present were –

**Cllrs R Hubbocks, V Hubbocks, E Field, A Okey, T Woods, J Jones, K Easton, M Bainbridge, D Broadbent, S Harfield and J Kingsnorth.
Minutes taken by the Parish Clerk, Ray Evans.**

Public Forum

Due to ongoing restrictions created by HM Government in response to the Covid-19 pandemic, the public were unable to join in the proceedings but will have an opportunity to make their representations to any JPC meeting by writing to the Clerk prior to the meeting. Full minutes of all meetings will be published on the JPC website.

Item 1.00

Election of the JPC Chair and to receive the Chair's Declaration of Acceptance

Cllr R Hubbocks took the Chair for the first part of the meeting and asked if there were any nominations to stand as Chair for the year. Cllr V Hubbocks proposed Roger Hubbocks, seconded by M Bainbridge. Cllr D Broadbent proposed E Field, seconded by S Harfield. As there was more than one candidate proposed as Chair, the Clerk invited all of the members to cast their votes by email to him using the Clerk's official email address. A vote took place and the Clerk recorded that EIGHT councillors proposed E Field, THREE proposed R Hubbocks. Cllr R Hubbocks welcome the new Chair to preside over the ongoing business. The Clerk asked that E Field sign the Declaration and deliver it by hand to the Clerk's Office at 179 High Street.

Item 2.00

Apologies for absence and acceptance of apologies.

None.

Item 3.00

Declarations of Interest and Dispensations.

None were received.

Item 4.00

Election of JPC Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office

The Chair asked if there were any nominations for the role of vice-chair, Cllr S Harfield proposed A Okey, seconded by V Hubbocks. No others were proposed so a vote was taken by show of hands all in favour of Cllr Okey. The Clerk declared A Okey the Vice-Chair of the JPC, and she was invited to sign the Declaration of Acceptance of Office.

Item 5.00

To approve and sign the Minutes of the Annual Meeting held on the 13th of May 2019.

The Chair had inspected the minutes and stated that they were a true record and signed them. This motion was proposed by Cllr Field and seconded by Cllr Broadbent, Cllrs Okey, Easton, Kingsnorth, R Hubbocks, V Hubbocks and T Woods were not in attendance of the 13th of May 2019 and did not vote, Cllrs Field, Broadbent, Harfield, Jones, Bainbridge voted in favour of the motion.

Item 6.00

To discuss methods of holding meetings for the year 2020-2021

The Chair advised that such meetings would have to be governed by ongoing legislation, but it would be helpful to keep to the dates originally selected, she asked that the Clerk prepare and publish a new schedule of meeting dates. The Clerk asked if sub-committees should be listed in the schedule, but it was proposed that only Finance and Planning be recorded and that for the time being other sub-committees provided a monthly report. This was proposed by Cllr Okey and seconded by Cllr Easton and carried unanimously.

Item 7.00

Election of Chair for the following Sub-Committees

- **Finance**
Cllr E Field unopposed.
- **Planning**
Cllr V Hubbocks proposed M Bainbridge, Cllr Harfield proposed Cllr D Broadbent. A ballot by email was conducted and Cllr Bainbridge polled NINE votes, TWO were recorded for Cllr Broadbent, the Clerk declared Cllr Bainbridge as Chair of Planning.
- **Communications**
Cllr T Woods unopposed as Chair.
- **Town Welfare**
Cllr A Okey unopposed.
- **Emergencies and Maintenance**
Cllr Jones unopposed.

Clerk recorded the appointments and asked that all Chairs complete the Declaration of Acceptance and hand deliver their signed copies to 179 High Street.

Item 8.00

To agree the appointment of FOUR cheque signatories and provide access to the banking details.

The Chair of Finance and the Clerk assumed the role of signatories, Cllr R Hubbocks, remained as a signatory and was joined by Cllr Okey. The whole Council approved the appointments unanimously.

Item 9.00

To ratify the appointment of an Internal Auditor for the financial year 2020-2021.

Cllr R Hubbocks proposed Mr Bob Morgan, seconded by Cllr D Broadbent, the motion was carried unanimously. The Clerk declared that Mr Bob Morgan would be the JPC Internal Auditor for the year 2020-2021.

Item 10.00

To agree a timescale to review and update where necessary the range of JPC protocols and to add others as required in order to meet current statutory regulations.

The Clerk resisted placing an end date on the process but hoped that it might be presented at the first public meeting of the JPC in late summer, where it could be inspected by the residents. All Councillors agreed unanimously.

Items 11.00 & 12.00

Consideration and approval of AGAR and JPC Annual Accounting Statements Prior to submission to the External Auditors.

The Clerk recorded that an extension to the normal closing dates for such information to be submitted, had been extended due to the pandemic, and that both sets of accounts were in the process of being prepared. This was made difficult by the apparent failure of the existing software, QuickBooks, in producing reliable reporting. The Clerk confirmed that he was working with the CEO of Edge IT, Chris Edge, in reinstating the whole of 2019-2020 accounts on the Edge software so that the returns would be a true account of the year, whilst providing a cohesive and sound foundation for this current year. Further information will be supplied by the Clerk and the approval of the accounts deferred for the next convenient meeting.

Item 13.00

To agree to the next Ordinary Meeting to be held online at 7.00pm on Monday 18th May.

All agreed.

The meeting closed at 6.35pm.

Signed.....

Date.....