



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL  
MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING  
MAY 2022

Here are the MINUTES of the Annual Parish Council Meeting of Beaudesert and Henley-in-Arden Joint Parish Council, which took place on **Monday, 9<sup>th</sup> of May 2022** at **7.00 pm** in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Field [Chair], Andrews, Turner, Brady, Bainbridge, Harries, K Easton and G Easton.  
Cllr Matt Jennings District Councillor

In attendance: 3 members of the public.

**1. Election of Chair and to receive the Chair's Declaration of Acceptance of Office**

The Clerk asked members if they were happy to re-elect the incumbent Chair or seek a new appointment. It was **RESOLVED** that the former was acceptable. This motion was proposed by Cllr Bainbridge, seconded by Cllr K Easton, and carried unanimously by all members present at the meeting. Cllr Field was duly appointed Chair and asked to sign the Declaration of Office which will be accepted and filed by the Clerk.

**2. Apologies for absence and acceptance of apologies**  
All members present.

**3. Declarations of Interest and Dispensations**  
No declarations were handed to the Clerk.

**4. Election of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office**

The Clerk asked members if they were happy to re-elect the incumbent Vice Chair or seek a new appointment. It was **RESOLVED** that the former was acceptable. This motion was proposed by Cllr Field, seconded by Cllr G Easton, and carried unanimously by all members present at the meeting. Cllr Andrews was duly appointed Vice Chair and asked to sign the Declaration of Office which will be accepted and filed by the Clerk.

**5. To Approve the Minutes of the Meeting held on the 4th of May 2021**

It was **RESOLVED** that the Minutes of the meeting held on the 4<sup>th</sup> of May 2021 were confirmed as a true record and signed by the Chair. The motion was proposed by Cllr Field and seconded by Cllr K Easton and unanimously approved by those members present at that meeting.

**6. To receive and note the Internal Audit Report [SD]**

The members noted the report from the Internal Auditor and its accompanying notes from him and the response from the Clerk.



**7. To consider the re-engagement of the Internal Auditor**

It was **RESOLVED** that the present Internal Auditor, Mr. Bob Morgan, be retained until May 2023. This motion was proposed by Cllr Field, seconded by Cllr Bainbridge, and carried unanimously by all members present at the meeting.

**8. To consider the re-adoption of the Action Plan[SD]**

It was **RESOLVED** that the 2021-2022 Action Plan be re-adopted, and tasks set out for 2022- 2023. This motion was proposed by Cllr Field, seconded by Cllr Harries, and carried unanimously by all members present at the meeting.

**9. To consider adoption of committees/working parties & community engagement/alignment strategy [SD]**

The Clerk advised the membership that progress was required in re-engaging with the community following the pandemic, through the formation of portfolio holders and working parties, that this might be the foundation for the new Action Plan, debated under Item 8. above. The matter of these appointments was deferred until a later meeting. The Chair asked the Clerk to ensure that in future, the matter of planning be brought forward in the agenda, in order to allow members of the public to leave after hearing the outcome of the planning decisions.

**10. To consider, approve & sign the new Financial Regulations [SD]**

It was **RESOLVED** that the supporting document, namely the Financial Regulations, reference 2021-10010, be adopted by the JPC. The Chair raised the issue of para 2.2 of the regulations and asked Cllr Andrews would be prepared to verify reconciliations and current and deposit account prepared by the RFO. Cllr Andrews accepted this duty. This motion was proposed by Cllr Field, seconded by Cllr G Easton, and carried unanimously by all members present at the meeting. The document will be duly signed by the Chair and Clerk and filed on the website.

**11. To consider, approve and sign the updated Risk Register [SD]**

It was **RESOLVED** that the supporting document, namely the updated Risk Register, reference 2022-10010.3, be adopted by the JPC. The Chair raised the issue of the need for TWO councillors being required to verify certain accounts to negate the risk of fraud, she nominated herself and Cllr Andrews for this task. This motion was proposed by Cllr Field, seconded by Cllr K Easton, and carried unanimously by all members present at the meeting. The document will be duly signed by the Chair and Clerk and filed on the website.

**12. To consider, approve and sign the Asset Register [SD]**

It was **RESOLVED** that the supporting document, namely the updated Asset Register, reference 2021-10026, be adopted by the JPC. This motion was proposed by Cllr Field, seconded by Cllr Bainbridge, and carried unanimously by all members present at the meeting. The document will be duly signed by the Chair and Clerk and filed on the website.

**13. To consider, approve and sign the new Councillor Code of Conduct Policy [SD]**

It was **RESOLVED** that the supporting document, namely the updated Councillor Code of Conduct Policy, reference 2021-10011, be adopted by the JPC. This motion was proposed by Cllr Field, seconded by Cllr Brady, and carried unanimously by all



members present at the meeting. The document will be duly signed by the Chair and Clerk and filed on the website.

**14. To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31st March 2022 prior to submission to the External Auditors, PKF Littlejohn LLP [SD]**

It was **RESOLVED** that the supporting document, namely the Annual Governance Statement be approved by the JPC. This motion was proposed by Cllr Field, seconded by Cllr Bainbridge, and carried unanimously by all members present at the meeting. The document was duly signed by the Chair and Clerk and will be filed on the website.

**15. To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year 31st March 2022 prior to submission to the External Auditors, PKF Littlejohn LLP [SD]**

It was **RESOLVED** that the supporting document, namely the Annual Accounting Statement be approved by the JPC. This motion was proposed by Cllr Field, seconded by Cllr Brady, and carried unanimously by all members present at the meeting. The document was duly signed by the Chair and Clerk and will be filed on the website.

**16. Electors Rights, to select and note the dates of Public Rights inspection. [SD]**

It was **RESOLVED** that the Chair declare that the period for Public Rights Inspection would be between **13th of June to the 22nd of July 2022**. This motion was proposed by Cllr Field, seconded by Cllr K Easton, and carried unanimously by all members present at the meeting. The Clerk will post this notice on the JPC website.

**17. To note the Variance Statement [SD]**

The Clerk explained the need for this statement as part of the Annual Governance Return, he pointed out the three main variances and gave an explanation as to why these had occurred. The statement and the Clerk’s explanation were accepted by all members present.

**18. Date of next meeting [The JPC Ordinary Meeting will follow the AGM (separate agenda)]**

The Chair advised all that the next meeting would convene at 7.30pm, styled the Ordinary JPC Meeting.

Signed.....

Date.....

Clerks’ Note: Every document referred to in these minutes was made available for public scrutiny and the inspection by all Councillors, for the prescribed period of FIVE clear working days before the meeting began, so that all were prepared for debate on all matters contained herein.

Hard copies in large print are available from the Clerk. Supporting documents for this session are posted on the JPC website as listed [SD] apply to Clerk for paper copies.

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