

Minutes of the Tanworth-in-Arden General Annual Meeting

held on Thursday 6th May 2021 via Zoom

Present: Councillor Burgess, Councillor O'Brien, Councillor Ross, Councillor Ebbutt
Councillor Doidge, Councillor Adams, Councillor Saunders, Councillor Chaudry (arrived at 1930hrs) , Councillor Willmott, Councillor Brougham

In attendance: Julie White- Clerk to the Council (taking minutes) and Lil Ryder – Deputy Clerk

1. Election of Chairman

Councillor Willmott proposed that Councillor Burgess is re-elected as Chairman, Councillor Saunders seconded the proposal.

There were no more nominations and all Councillors voted in favour of re-electing Councillor Burgess as Chair.

RESOLVED - Councillor Dave Burgess is re-elected as Chair of the Parish Council

2. To resolve that due to the meeting being conducted via Zoom that the Chair's Declaration of Acceptance of Office can be signed in the presence of the Clerk at a later date but the Chair's role begins immediately

Councillor Burgess proposed that he would sign the Declaration of Acceptance of Office as soon as possible. All in favour.

3. Election of Vice-Chairman

Councillor Burgess proposed that both Councillors Chaudry and Ross are re-elected as Joint Vice-Chair. Seconded by Councillor Doidge. All in favour.

RESOLVED – Councillors Leila Chaudry and Tom Ross are re-elected as joint Vice-chairs of the Parish Council

4. To receive the Vice-Chairs' Declaration of Acceptance of Office

Councillor Burgess proposed that Cllrs Chaudry and Ross would sign their Declaration of Acceptance of Office as soon as possible. All in favour.

5. Apologies for absence – Councillor Oakley and Councillor Jones

6. Declarations of Personal or Prejudicial Interest – None declared

7. To receive the Minutes of the Annual General Meeting of 22nd September 2020

These minutes were approved and signed at a meeting of the Full Council on 15th October 2020. All in favour of receiving them.

Councillor Ross asked if the office keys had been returned by Cllrs Willmott and Oakley. It was confirmed that Cllr Willmott had returned his set of keys. Cllr Oakley had returned a set but they were an old set that had been previously lost in 2013. Cllr Ross proposed that steps were taken to change a lock. Seconded by Cllr Willmott. All in favour.

8. To appoint Committee Members and Tree Officer.

A current list of Committees, Sub-Committees and Working Parties had been previously distributed.

The Chair and Vice-Chair(s) of the Parish Council, ex-officio, shall be voting members of every committee.

Finance Committee

Councillor Willmott (Chair of Committee)
Councillor Burgess
Councillor Adams
Councillor O'Brien

Quorum 3.

It was proposed by Councillor Burgess and seconded by Councillor Ross that the Finance Committee and quorum is as listed above. All in favour.

Planning Committee consisting of all Councillors, chaired by Cllr Saunders will remain in place under the same terms as previously but will not routinely meet.

It was agreed that a Planning Sub-Committee of the current Planning Committee would be formed.

Planning Sub-Committee - Councillor Burgess proposed that there is a Planning Sub-Committee which would consist of Councillors Doidge, Brougham, Saunders & Chaudry. These Councillors would assess the plans and make a recommended planning comment to Full Council. Seconded by Councillor Willmott. All in favour.

Councillor Saunders will be the Chair of the Planning Sub-Committee. Cllr Saunders said that co-ordinating the response of the sub-committee takes time and he thanked Cllr Doidge for taking over this responsibility recently and he hopes that Cllr Doidge will carry on leading the group and co-ordinating the responses of the Planning Sub-committee until face to face meetings are resumed.

Councillor Doidge placed on record that it is difficult to act within the time scale that Stratford District Council (SDC) allows and Councillor Brougham placed on record that the standard of the plans is often extremely poor. It was suggested that when SDC offices are fully open it would be good idea for 2 members of the Planning Sub-Committee, possibly Cllrs Doidge and Brougham, to visit the Planning Department to discuss these issues.

Councillor Burgess proposed that Ewen Cunningham is co-opted on to the Planning Sub-Committee. Seconded by Councillor Doidge. All in favour.

RESOLVED – A Planning Sub-committee to be formed comprising of:

Cllr Doidge
Cllr Brougham
Cllr Saunders
Cllr Chaudry
Ewen Cunningham

Quorum - 3

Delegated powers – no delegated powers. A meeting of the Full Council must be called to consider any contentious plans when the time-scale does not permit consideration at the next scheduled meeting. The Clerk (in consultation with the planning sub-committee) can submit routine planning comments when time restraints dictate.

Neighbourhood Plan Sub-Committee

Cllr Burgess proposed that this sub-committee continues with all Cllrs as agreed in September 2020. Seconded Cllr Willmott. All in favour. No delegated powers.

Staffing Sub-Committee

Cllr Burgess proposed that this sub-committee continues with Councillor Jones, Councillor Ebbutt, Councillor Chaudry, Councillor Burgess, Councillor Doidge. Cllr Willmott seconded the proposal. All in favour.

Tree Officer – Vacant

9. To agree Cheque Signatories and sign appropriate mandate

Unity Trust Bank – Cllr Burgess proposed that Councillor Willmott, Councillor Chaudry, Councillor Ebbutt, Councillor Burgess are signatories and Councillor Oakley is removed. Cllr Willmott has full on-line access to view the accounts and submit and authorise payments. Councillors Ebbutt, Chaudry and Burgess have the ability to authorise transactions. The Clerk is classed as a signatory but only has the ability to view the accounts and submit payments. Each transaction has to be authorised by two signatories. Seconded by Cllr Willmott. All in favour.

RESOLVED – Cllrs Willmott, Ebbutt, Chaudry and Burgess are signatories with the ability to authorise payments. The Clerk is classed as signatory but cannot authorise any on-line payments.

10. To review all Councillors Financial and Other Interests and to ensure that they are up to date.

Councillors were reminded to review their financial and other interests to ensure they were up to date. Any changes should be reported through the Clerk.

11. To receive a report on the capital assets and liabilities vested in the Council

The asset register had been previously circulated to all Councillors. It was proposed by Councillor Burgess and seconded by Councillor Willmott that the Asset Register is accepted. All in favour. Councillor Burgess signed the Asset Register.

12. To review the Risk Register

The Risk Register had been previously circulated to all Councillors. It was proposed by Councillor Willmott that the risk register is accepted. Seconded by Cllr Doidge. All in favour. Councillor Burgess signed the Risk Assessment.

13. To Review the Standing Orders

A copy of the current Standing Orders had been sent round to all Councillors prior to the meeting. All in favour of making no changes.

14. To review the Financial Regulations. A copy of the financial regulations had been circulated to all councillors prior to the meeting. All in favour of making no changes.

15. Consider the payment of any subscriptions falling to be paid annually

A list of annual subscriptions had been previously circulated:

WALC
Society Local Council Clerks
CPRE
Shakespeare Line Promotion Group

These are agreed at the time of setting the precept. Cllr Burgess proposed that these are accepted and paid when appropriate. Seconded by Cllr Ebbutt. All in favour.

16. To confirm the Power of Competence

It was confirmed that the General Power of Competency originally adopted at a meeting of the Full Council on 20th April 2017, minute number 17/18/11 is still extant.

17. To review the direct debit arrangements and to agree as appropriate their continuance, namely:

- BT
- Direct Copiers
- Fortress
- Plusnet
- E-on
- Cascade
- ICO

It was proposed by Councillor Burgess and seconded by Councillor Willmott the above named direct debits are continued. All in favour.

18. To inspect any deeds and trust instruments in the custody of the Council

Documents are all stored at The Records Office in Warwick.

19. To Review Office Policies

The current policies are:

- 1) Management of Sickness/Absence Policy
- 2) Recruitment and Selection Policy
- 3) Health and Safety
- 4) IT/Telephone/Photocopier
- 5) Equality & Diversity
- 6) Training
- 7) Gifts and Hospitality (adopted with the Code of Conduct)
- 8) Social Media policy (adopted with the Code of Conduct)
- 9) GDPR Policy

A copy of each of these policies had been previously circulated. Cllr Burgess proposed that there are no changes to the policies above with the exception of the Social Media Policy (see Item 20 below). Cllr Adams seconded. All in favour.

Also there is The Filming and Recording Protocol adopted in August 2018

Councillor Chaudry joined the meeting.

20. To consider the adoption of a new Social Media Policy

It was proposed by Cllr Adams and seconded by Cllr Ebbutt that the new Social Media Policy is adopted. All in favour. The previous Social Media Policy as adopted with the Code of Conduct is included in its entirety within this new policy.

21. To review dispensation procedure – All in favour of making no changes.

22. To consider a Scheme of Delegation – A draft scheme had been previously circulated. Cllr Burgess proposed that this is accepted. Cllr Ebbutt seconded. All in favour.

23. To agree dates and venue for Council Meetings for the rest of the year

The chairman said that it is difficult to confirm the venues as it will depend on social distancing requirements. The next meeting will be at Tanworth Village Hall on July 15th and are expected to be on the third Thursday of each month following on from there.

The meeting closed at 19.36 hrs

Signed _____ Chairman of meeting _____ Date _____