

DODFORD WITH GRAFTON PARISH COUNCIL

DRAFT Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Saturday 1 May 2021 virtually by zoom.com at 9.00am

Present: Cllrs Scott Fuller, Lynne Griffin, Rachel Jennings, Rory Lydon, Scottie Sanderson, and Jenni Schuett

In attendance: Clerk Kay Stone

The Clerk opened the meeting.

1. Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Sanderson proposed Cllr Jennings as Chairman, Cllr Griffin seconded, and all approved. The Chairman will sign the declaration with the Clerk adding her signature at the next face to face meeting.

Chairman Cllr Jennings then chaired the meeting

2. Election of Vice Chairman and Vice Chairman's Declaration of Acceptance of Office

Cllr Jennings proposed Cllr Lydon as Vice Chairman, Cllr Fuller seconded and all approved. The Vice Chairman will sign the declaration with the Clerk adding her signature at the next face to face meeting.

3. Councillor's Declaration of Acceptance of Office

Cllrs Fuller, Griffin, Sanderson and Schuett all agreed to serve another term in office and will sign the declarations with the Clerk adding her signature at the next face to face meeting.

4. Apologies

County Cllr Shirley Webb, District Cllr Drew Beaumont, and Cllr Jonathan Shapiro.

5. Declarations and Register of Interests

- i. None declared for this meeting
- ii. None declared for this meeting

6. Reports for information:

- i. County Cllr Webb's report had been received and circulated to Parish Councillors prior to the meeting
- ii. District Cllr Beaumont's report had been received and circulated to Parish Councillors prior to the meeting
- iii. No social media report
- iv. No Clerk's report

7. Membership of Committees and Organisations

- i. No Parish Councillor was elected to be the Parish Council representative at Worcestershire CALC meetings. Parish Councillors are able to attend any of the CALC meetings which normally take place at Parkgate or County Hall. The Clerk will continue to attend as and when and report back. The Parish Councillors would welcome the ability to join via zoom.
- ii. All Parish Councillors to continue to sit on the Parish Council planning committee.

8. Minutes of previous meeting

Cllr Sanderson proposed, Cllr Griffin seconded, and all approved the minutes for the meeting held on 19 April. The minutes will be signed at the next face to face meeting.

9. Asset Register

The Asset Register had been circulated prior to the meeting. Cllr Jennings proposed, Cllr Sanderson seconded, and all agreed to approve.

10. Finance

- i. Cllr Sanderson agreed to continue as the Parish Councillor to oversee the bank reconciliation on a quarterly basis.
- ii. The Council's Annual Review of Financial Management has been circulated prior to the meeting. Adoption was proposed by Cllr Lydon, seconded by Cllr Sanderson, and agreed by all. The document to be signed by the Chairman at the next face to face meeting.
- iii. The Annual Risk Assessment had been circulated prior to the meeting and the Clerk was asked to include Covid safety measures. This will be revised and circulated prior to the June meeting.
- iv. Cllr Jennings proposed, Cllr Lydon seconded, and all agreed to approve the Annual Governance Statement 2020/2021 which will be signed by the Chairman at the next face to face meeting.
- v. Cllr Jennings proposed, Cllr Schuett seconded, and all agreed to approve the Accounting Statement 2020/2021 which will be signed by the Chairman at the next face to face meeting.
- vi. Payments for May
 - a. Deposit account as at 29 March 2021 - £17,450.04 (awaiting April bank statements)
 - b. Current account as at 29 March 2021 - £187.27 (awaiting April bank statements)
 - c. Payments by bank transfer on 17 May - Acceptance proposed by Cllr Jennings and seconded by Cllr Schuett:
 - i. Clerk's salary - £412.14
 - ii. Expenses - £64.39 (Use of telephone and internet line £5.00; Storage £5.00; Data Protection Act Renewal Fee £40.00 and one month's membership fee for Zoom.com £14.39)
 - iii. HMRC - £103.00
 - iv. Parish Magazine Printing (Annual Report and Lose Footpaths leaflets) - £117.50
 - v. Came & Company (Insurance Renewal as agreed at April meeting) - £330.57

11. Correspondence received – for information

An email has been received from a new resident and after discussion, the Clerk was instructed to respond accordingly.

15. Councillors items

- i. Cllr Schuett thanked the Clerk for the mailing of the Annual Report and footpaths leaflets.
- ii. Cllr Jennings requested New Residents Welcome Packs and Signage in Dodford be put on the June agenda.

The meeting closed at 9.44am.

Signed.....Chairman