

ETTINGTON PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
WEDNESDAY 5 MAY 2021**

Present: (Councillors) D Clarke, J Collins, R Hawksworth, J Henry, I Houghton, D Hughes, G Lambert, R Smith and R Whitfield of Ettington Parish Council

In Attendance: S Furniss, Clerk to the Council, and 2 members of the public

1 **Apologies for Absence** None received.

2 **Declaration of Pecuniary Interest** None declared

3 **a) Election of Chairman Signing of Acceptance of Office**

Having established that those nominated for the role of Chairman wished to be considered voting took place as follows:

Cllr Rich Smith received three votes (Cllrs Hawksworth, Clarke and Hughes)

Cllr Gavin Lambert received vote (Cllr Whitfield)

Cllr D Hughes received five votes (Cllrs Collins, Lambert, Smith, Houghton, Henry)

Cllr Hughes was **elected** and duly signed the acceptance of office.

b) Election of Vice Chairman and Signing of Acceptance of Office

Having established that those nominated for the role of Vice Chairman wished to be considered voting took place as follows:

Cllr Ruth Hawksworth – withdrew as nominee

Cllr RichSmith received five votes (Cllrs Collins, Hawksworth, Clarke, Henry, Hughes, and

Cllr Gavin Lambert received two votes (Cllrs Houghton and Whitfield)

Cllrs Lambert and Smith abstained from voting

Cllr Smith was **elected** and duly signed the acceptance of office.

4 **Review and Re-adoption of the following policies and procedures:**

- a) Document Retention Policy
- b) Councillors Induction Guide
- c) Virtual Meeting Protocol
- d) Scheme of Delegation
- e) Staff Handbook
- f) Appraisal Policy
- g) Standing Orders
- h) Dealing with the Press, Media, Filming and Recording of Meetings
- i) Freedom of Information Publication Scheme
- j) Complaints

- k) Staff Grievance
- l) Code of Conduct
- m) Guidance on Code of Conduct
- n) Councillor Expenses
- o) Gifts and Hospitality
- p) General Data Protection Register
- q) General Data Protection Privacy Notices 1 & 2
- r) Use of Resources
- s) Social Media
- t) Staff Discipline
- u) Finance Regulations

Cllr Clarke highlighted the fact that there is a Cooption Policy which is not included in the list above. The Clerk apologised for the omission.

It was **resolved** that policies a – t be readopted together with the Cooption Policy.

It was further **resolved** that the Finance Regulations be updated as follows:

Addition of Clause 2.11 to read ‘The council will seek to keep the same internal auditor, in the interests of consistency, for a minimum of 3 years other than by exception and will seek to change the internal auditor to ensure thorough compliance after a maximum of 6 years other than by exception. Exception details shall be minuted.

Amendment of Clause 4.1 (bullet points only)

- The council for all items over £3,000;
- A duly delegated committee for items under £3,000;
- The Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate committee, for any items below £500.

Amendment of Clause 6.7 to read ‘..... of the council at least every two years. Authorisation of invoices in respect of Direct Debits will be undertaken, at least, annually or at other such interval as appropriate.

Review and Re-adoption of Membership and Terms of Reference for Working Groups:

- 5 **v) Football Field Working Group** (membership Cllrs Ruth Hawksworth(planning), Rich Smith (Allotments), David Hughes (playground) Ian Houghton and Rosemary Whitfield);
- a) Youth Project Working Group** (membership_Cllrs Jenny Henry, Rich Smith and Gavin Lambert)

Terms of Reference for both Working Groups can be found at [Policies - Ettington Org Parish Council](#)

Recommendation: The Clerk recommends that the Terms of Reference be re-adopted and that membership be reviewed as may be necessary due to any change to roles of Chairman and Vicechairman.

Date and Time of Next Meeting – the provisional date of the Annual Meeting for 2022 is 11 May 2022

These minutes remain **draft** until date of approval indicated below:

Approved on