

The Annual Meeting of Great Alne Parish Council was held on Wednesday 19th May 2021 at Great Alne Primary School at 7pm.

PRESENT	<p>Councillors Mr L Bowring, Mr P Clark, Mr I Millard, Clerk (Kyla Brown)</p> <p>Members of the public (prior to co-option as a new parish councillor): Mrs D Francis</p>
ELECTION OF OFFICERS	<p>Chairman: Cllr Mr L Bowring- proposed by Cllr Millard, seconded by Cllr Clark Vice Chairman: Cllr Mr P Clark- proposed by Cllr Millard, seconded by Chairman Councillor: Mr I Millard- proposed by Chairman, seconded by Cllr Clark Councillor: Ms H Mainwaring- proposed by Chairman, seconded by Cllr Millard</p>
CO-OPTION OF NEW COUNCILLOR	<p>Ms Diane Francis was welcomed to the meeting, proposed by Cllr Mr L Bowring and seconded by Cllr I Millard and Cllr P Clark and duly co-opted to the Parish Council. Mrs Francis completed the Declaration of Office and was formally welcomed by the Chair.</p> <p>The Clerk confirmed that she would forward various relevant documents to Cllr Francis and provide details of any relevant new councillor training. Cllr Francis completed the Declaration of Interest forms and the Clerk confirmed that all forms would be sent to SDC within the required 28-day time period.</p>
APOLOGIES FOR ABSENCE	<p>Cllr Mrs H Mainwaring, District Councillor Ms G Forman</p>
DECLARATION OF INTERESTS	<p>None</p>
TO RECEIVE ALL COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE	<p>Forms duly completed and signed by re-elected Councillors, Cllr Bowring, Cllr Clark, and Cllr Millard. Cllr Mainwaring's form completed after the meeting.</p> <p>Cllr Bowring completed the Declaration of Acceptance of Office as Chairman following the meeting.</p>
APPROVAL OF MINUTES OF EGM DATED 30 APRIL 2021	<p>EGM meeting Minutes agreed and signed by the Chairman following the meeting.</p>
APPROVAL OF MINUTES OF ORDINARY MEETING DATED 17 MARCH 2021	<p>Ordinary meeting Minutes agreed and signed by the Chairman following the meeting.</p>
TO REVIEW PORTFOLIO RESPONSIBILITIES	<p>The portfolios had not been reviewed for some time, so Councillors reviewed the chart circulated by the Clerk prior to the meeting, which was based on previous discussions pre-Covid. In summary:</p> <ul style="list-style-type: none"> • It was noted that there is not a very equitable split between the portfolio areas so there is further consideration to be done following this meeting. • It was noted that The Chairman has a large number of areas of responsibility on his list and might wish to consider sharing some of these with the other councillors to spread the load. • The Chair acknowledged that the Parish Plan is now 10 years old and needs re-doing/updating. This needs to be revisited in the near future. • Cllr Clark will add The Huff Cap and Stroat Lane / E5998 to his existing areas of responsibility (Police & Crime, Streetlighting, Recreation Ground and Defibrillator).

TO REVIEW COUNCIL DOCUMENTATION

- Cllr Francis was nominated to take over many of Cllr Holding's areas, including GAPC's representative on the Memorial Hall, Affordable Housing, and will also be responsible for Natural Environment issues.
- Cllr Mainwaring has been added Human Resources and Social Media as she is on the GAPC Facebook group. She has also been added Maintenance.
- Cllr Millard to retain existing responsibilities and noted that he could manage additional responsibilities as some of the items on his list are discrete tasks.

The Clerk agreed to amend and recirculate the chart again for further discussion.

As the Annual Meeting was cancelled last year due to the pandemic, a detailed review of documentation was not possible. However, the Chairman explained that a considerable amount of documentation was reviewed/adopted/updated in 2018 so it should still be relatively up to date.

The following council documentation was reviewed by the Chair: Council's Code of Conduct, Standing Orders, Financial Regulations, Risk Management Policy, Complaints Procedure, Grievance & Disciplinary Policies, Freedom of Information Publication Scheme, Social Media, Donations policies and Privacy Notice.

The following issues were raised:

- All of the documents need to have the date amended to note the date of this review.
- Councillors Code of Conduct – there is a revised Code of Conduct currently being reviewed by district and county authorities. SDC approved the revised code recently and WCC are expected to approve the revised code late summer. The Parish Council will need to review the existing GAPC Code of Conduct in the autumn to reflect the new Code adopted by SDC and WCC.
- Complaints policy (para 4) requires updating to reflect the new Clerk's details.
- Freedom of Information Publication Scheme - change of details required following new Councillor being co-opted and new Clerk. Will be uploaded to website once completed.
- Financial Regs – there is no reference to a link on the GAPC website for expenditure items over £100. This needs to be hyperlinked so there is a direct reference between the 2. Councillors agreed that there are good internal controls which work well. Cllrs all in agreement that we have a robust system in place with 2 signatures needed for each payment, two internal financial checks completed by Cllr Millard each year and an internal audit via an independent third party.
- Social Media policy – the Councillors agreed that this is very biased towards the SDC model wording and would benefit from tailoring to GAPCs's social media approach. Cllr Millard will review this over the next couple of months and will add as an agenda item in due course. Consideration to be given to other local parish council social media policies.
- Donations Policy – it has recently been confirmed that donations to the churchyard are not permitted. The GAPC policy states that GAPC will not consider applications for a donation to religious causes. It is unclear whether GAPC can make a donation to the groundsmen for upkeep of the common areas surrounding the church. The Chairman and Clerk will look into this further.
- Standing Orders – the hyperlink on the website is directed to the Complaints Procedure so needs amending. The Chairman noted that the GAPC Protocol for the recording of meetings should be added to the Standing Orders.
- Disciplinary and grievance – there is no link to the policy wording on the website but otherwise all is in order.
- No changes were required to Grievance & Disciplinary Policies, Standing Orders, Social Media Policy, Standing Orders, Privacy Notice or Risk Management policy. The Diversity and Equality policy was adopted in December 2020 and does not need amending.

<p>REVIEW CHEQUE SIGNATORIES/ BANK MANDATE</p>	<p>Cheque signatories were reviewed, and it was agreed to retain the two existing signatories ie Chairman Cllr L Bowring and Cllr P Clark. The new Clerk has recently had the HSBC bank mandate returned as the Studley Branch has closed. Clerk to go to Stratford Branch to try to arrange for amendment.</p>
<p>REPORT ON CAPITAL ASSETS & LIABILITIES</p>	<p>Account balances at 31 March 2021:</p> <ul style="list-style-type: none"> • Community Account £25,403.62 • Business Money Matters £9,296.17
<p>REVIEW REGISTER OF GIFTS & HOSPITALITY & DPI FORMS</p>	<p>The Asset Register was reviewed and the new street-light on School Road, reconditioned Lenovo PC laptop, upgraded mobile phone and filing folder were added for year ending 31 March 2021. Assets, including all play equipment, street furniture, bins and office equipment, are currently valued at £48,469.27. The Parish Council has no liabilities. Photos of new assets have been updated.</p>
<p>REVIEW REGISTER OF GIFTS & HOSPITALITY & DPI FORMS</p>	<p>Whilst the Gifts & Hospitality Policy is in place, the Parish Council register currently holds no entries and there were none to declare again this year. Prior to this meeting, Councillors were asked to check the SDC website to ensure their existing DPI forms are up to date and were also provided with new forms to complete (if necessary) at the beginning of the meeting.</p>
<p>DONATIONS 2020-2021</p>	<p>The following donations were made in 2020-2021:</p> <ul style="list-style-type: none"> • Churchyard Grant £500, June 2020. <p>Reference was made to the Donations Policy update above and donations to religious causes.</p>
<p>AUTHORITY FOR RECEIPT OF ELECTRONIC DELIVERY OF MEETING PAPERS</p>	<p>It was agreed that councillors would continue to receive summons and some associated parish council meeting papers electronically. Most of the meeting papers are published on the Parish Council page of the Parish Council website in line with Transparency Code requirements. Hard copies are available to councillors where required.</p>
<p>APPROVAL OF INTERNAL AUDITOR'S REPORT</p>	<p>The internal audit for the financial year 2020/21 has been carried out by Arrow Bookkeeping Services and was subsequently approved by the Parish Council. The report identified one item of error on addition calculations and the auditor made a couple of amendments to the set-up of the spreadsheet by including two columns at the end of each row on purchases and receipts. This will help spot any discrepancies in future. The Clerk has added these to the spreadsheet for the new financial year.</p>
<p>APPROVAL OF INTERNAL AUDITOR'S REPORT</p>	<p>The Annual Internal Audit Report 2020/2021 in the Annual Governance and Accountability Return 2020/2021 Part 2 was also completed by the internal auditor. This was reviewed and noted by the Councillors.</p>
<p>APPROVAL OF INTERNAL AUDITOR'S REPORT</p>	<p>The Clerk advised that Lorraine Holmes of Arrow Bookkeeping had advised that she would no longer prepare GAPC's internal audit. She has done the audit for a number of years and WALC advise that internal auditors should be changed every few years. The Clerk agreed to obtain recommendations for alternative local internal auditors for next year.</p>
<p>APPROVE ACCOUNTS & ANNUAL RETURN FOR EXTERNAL AUDIT</p>	<p>The accounts year ending 31 March 2021 had been prepared and circulated for review by the Clerk prior to this meeting. The end of year accounts for the year ending 31 March 2021 were approved by the councillors and it was agreed that they would form part of the Annual Return.</p>
<p>APPROVE ACCOUNTS & ANNUAL RETURN FOR EXTERNAL AUDIT</p>	<p>The following Sections of the Annual Governance and Accountability Return 2020/2021 Part 2 for year ending 31 March 2021 were approved, then completed and signed by the Chair and the Clerk:</p> <ul style="list-style-type: none"> • Certificate of Exemption

APPROVE INVOICES FOR PAYMENT

- Section 1 Annual Governance statement 2020/2021 being approved, before
- Section 2 Accounting Statements 2020/2021

The following were approved and authorised for payment:

• Limebridge Rural Services Ltd	#200369	£420.00
• Came & Co- Insurance Premium	#200368	£765.94
• Arrow Bookkeeping Services	#200369	£150.00
• Clerk's wages for April 2021	#200370	£-----
• Clerk's expenses for April 2021	#200371	£139.87

Councillor Mr I Millard had reviewed the Parish Council insurance cover and renewal quote ahead of the renewal date on 1 June 2021 and the Annual Meeting this evening. He advised he would be happy to accept their quote. Cllrs all approved renewal quote.

Meeting ended at 7.50pm

DRAFT