

Redbourne Parish Council

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Minutes of the Annual meeting of Redbourne Parish Council held at 6.45pm on Thursday 6th May 2021, via a WHYPAY conference call.

Present: Chair – Cllr Lynn Wainwright.
Cllr Penny Stevenson, Cllr Judy Brown, Cllr Pauline Hawley, Cllr Phil Hotham, Cllr Gonzalo Salvatierra.
Clerk – Holly Hanson

Public Participation

No members of the public attended.

APCM20/21 – 0501 **Election of Chairman**

- a) Cllr Wainwright was unanimously elected as Chairman, and Declaration of Acceptance of Office was received by the Clerk.

APCM20/21 – 0502 **Apologies**

- a) No apologies were received.

APCM20/21 – 0503 **Declarations of Interest**

- a) No declarations of interest were made by any member of the council in respect of the agenda items.

APCM20/21 – 0504 **Election of Vice-Chairman**

- a) Cllr Stevenson was unanimously elected as Vice Chairman, and Declaration of Acceptance of Office was received by the Clerk.

APCM21/22 – 0505 **Internal Audit Report 2020/21**

- a) Members received the Internal Audit Report for the 2020/21 year and noted the recommendations. Councillors commented that there was little explanation alongside the recommendations, and no details of the severity of the errors or actions required to rectify. Councillors requested that an alternative auditor be used for the 2021/22 year. Following consultation and advice from ERNLLCA Cllr Wainwright stated that a letter of explanation would be sent to the external auditor to highlight the exceptional and unprecedented circumstances the Parish Council was working under in the previous year.

APCM21/22-0506 **Annual Governance Statement 2020/21**

- a) Members considered the Annual Governance Statement.
- b) Members unanimously approved the Governance Statement.
- c) The Governance Statement was signed and dated by the Chair and Clerk.

APCM21/22– 0507 **Annual Accounting Statement 2020/21**

- a) Members considered the Accounting Statement and Summary of Accounts.
- b) Members unanimously approved the Accounting Statement and Summary of Accounts.
- c) The Chair signed and dated the Accounting Statement and Summary of Accounts

APCM21/22– 0508 **Election of Officers**

The following were unanimously elected to represent the Parish Council at outside meetings and events:

- i) Police NATS committee representative – Cllr Hotham

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- b) Cllrs Stevenson, Salvatierra and Hotham will form the Personnel Committee.
- i) Councillors reviewed and approved the Personnel Committee Terms of Reference

APCM21/22– 0509 Re-adoption of Code of Conduct and reminder of review of Register of Interests

- a) The Parish Council unanimously agreed the re-adoption of the Code of Conduct and reviewed and updated their Register of Interests.

APCM21/22 – 0510 Policies and Procedures

- a) The Standing Orders were reviewed and approved.
- b) The Financial Regulations were reviewed and approved.
- c) The Member/Officer protocol was reviewed and approved.
- d) The Freedom of Information Policy was reviewed and approved.
- e) The Data Protection Policy was reviewed and approved.
- f) The Equality policy was reviewed and approved.
- g) The Safeguarding Vulnerable Adults Policy was reviewed and approved.
- h) The Child Protection Policy was reviewed and approved.
- i) The Grievance policy was reviewed and approved.
- j) The Complaints Procedure was reviewed and approved.
- k) The Risk Assessments were reviewed and approved.
- l) The Asset Register was reviewed and approved.
- m) The Insurance Provision was reviewed and approved.

APCM21/22 – 0511 Devolved Responsibility for Decision Making

- a) Councillors discussed utilising its powers under the Local Government Act 1972, section 101, to devolve to the Clerk responsibility and authority to make decisions on any business of the Council.
Resolved – That responsibility and authority be devolved to the Clerk.

APCM21/22– 0512 Public Comment

- a) No members of the public attended.