



Croxden Parish Council Meeting Minutes
www.croxdenparishcouncil.org.uk

Minutes of an ANNUAL meeting held on Wednesday 5th May 2021, via Zoom (<https://zoom.us/join>) online platform due to the Coronavirus. The meeting commenced at 7.00pm.

Zoom Meeting ID – 867 6327 5945 – residents who have no access to internet please call 0131 460 1196 or 0203 051 2874 and enter meeting ID.

Legislation for holding Zoom Meetings, was passed on 2nd April 2020 and continues to 7th May 2021, <http://www.legislation.gov.uk/uksi/2020/392/part/2/>

Present: Cllr Bean, Cllr Hall, Cllr Hemingway, Cllr James and the clerk.

A21.05.001 Welcome

A21.05.002 ELECTION OF CHAIRMAN – Cllr Paul Bean – Declaration of Acceptance of Office signed by email.

A21.05.003 APOLOGIES – Cllr Brandrick

A21.05.004 **REGISTER/DECLARATIONS OF INTERESTS FORMS** – All Councillors received ESBC forms and will return to Clerk by 10.05.2021

A21.05.005 **CHAIRMAN REPORT (2020-2021)**
The Chair provided an overview of the previous year and Welcomed Cllr James to the Council. **Full report as a separate document.**

A21.05.006 **ELECTION OF OFFICERS:** The following were nominated and seconded into the role:

Vice Chair	Cllr Hall
Footpaths	Cllr Hall
Highways	Cllr James
Planning	Cllr Bean
Website/Newsletter	Cllr Hemingway
Defib weekly inspection	Cllr Hall
Noticeboards	Cllr Hemingway
Internal Audit Trail	Cllr Bean

A21.05.007 PARISH COUNCIL POLICY RATIFICATION 2021-2022

Councillor all RATIFIED the policies below and confirmed they had read and understood the policies and RATIFIED them. Councillors asked Clerk to include a History of updates Table in next year policies

Croxden Parish Council Freedom of Information and Publication Scheme
Croxden Parish Council Health and Safety Policy
Croxden Parish Council Asset Register 2021
Croxden Parish Council Business Risk Assessment
Croxden Parish Council Complaints Procedure



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Croxden Parish Council Grievance Policy
Croxden Parish Council Equal Opportunities Policy
Croxden Parish Council Media Policy
Croxden Parish Council Financial Regulations
Croxden Parish Council Standing Orders
East Staffordshire Borough Council Code of Conduct
Croxden Parish Council Code of Conduct
Croxden Parish Council Clerk Delegation
Croxden Parish Council Homeworking Policy
Croxden Parish Council Annual Leave Policy
Croxden Parish Council contact with Council policy
Croxden Parish Council Retention and Disposal of Documents Policy
Croxden Parish Council Retention and Disposal of Documents Policy – Appendix A

A21.05.008 FINANCIAL REPORT FOR AUDIT (AGAR) 2020-2021

This is to confirm that the Parish Council is able to exercise the General Power of Competence. (Localism Act 2011, ss1-8, Local Government Act 1972 s137) – Clerk is CILCA qualified since 14.03.2018 and Councillors elected. (It gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and Parish)).

RESOLVED that the Parish Council is exempt from AGAR (Annual governance and Accountability Return 2020/2021, as gross income or gross expenditure is less than £25,000.

Internal Auditor completed paperwork.

All AGAR paperwork signed by Chair/Clerk (RFO)

Rights of Inspection dates agreed – 10th May 2021 – 21st June 2021 (inclusive) - statement prepared for website.

Chair and Clerk contact details confirmed and will be sent with AGAR Exemption Certificate to Mazars.

RESOLVED Bank Reconciliation and Variance Information.

Reconciliation at 31.03.2021

<u>Receipts and payments</u>	
a. Opening balance 1st April 2020	4,493.96
b. Total receipts	6,377.95
c. Total payments	7,574.72
d. Surplus/(Deficit) in the year (b-c)	1,196.77



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e. Closing balance (a+d)	<u>3,297.19</u>
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A21.05.009 DATES FOR PARISH MEETINGS FOR 2021/2022 (bi-monthly)

- 14th July 2021
- 8th September 2021
- 10th November 2021
- 12th January 2022
- 9th March 2022
- 11th May 2022

The Meeting ended at 19.19
Date of Next Meeting 11th May 2022

_____ Chairman