

ALREWAS PARISH COUNCIL

Minutes of the Annual Meeting of Alrewas Parish Council meeting held on Wednesday 5 May 2021 at 7pm by Zoom

APC/21-22/AM/M

CONFIRMED

PRESENT	Cllrs Dave Whatton (Chair), Cllrs David Butcher, Elizabeth Lawler, Donna Moss, John Pegg, Janette Potter, Jane Reilly, Michael Wilcox
IN ATTENDANCE	CCllr Janet Eagland, District Cllr Derick Cross, District Cllr Sonia Wilcox, Ms Kathryn Powell, Clerk

The Chair welcomed all participants, including members of the public who were observing, to the Annual Meeting. He noted that no Annual Meeting had been held in 2020 due to the Covid 19 pandemic restrictions.

1. Election of Chair of the Council for the ensuing year, followed by Declaration of Acceptance of Office

- a Cllr Reilly took the Chair for this item. Cllr Whatton was duly and unanimously re-elected as Chair. His Declaration of Office was received and accepted. Cllr Whatton took the Chair.

2. Election of Vice Chair of the Council for the ensuing year followed by Declaration of Acceptance of Office

- a Cllr Reilly was duly and unanimously re-elected as Vice-Chair. Her Declaration of Office was received and accepted.

3 Apologies

- a Received and accepted: Cllr Tolson due to work commitments.

4 New declarations of interest

- a Noted: that there were no new Declaration of Interest.

5 Code of Conduct

- a **RESOLVED:** to re-approve and readopt the revised Code of Conduct applicable to this Parish Council (**APC/21-22/AM/1**).

6 Standing Orders

- a **RESOLVED:** to re-approve and readopt the Standing Orders applicable to this Parish Council **APC/21-22/AM/2**).

7 Financial Regulations

- a **RESOLVED:** to re-approve and readopt the Financial Regulations applicable to this Parish Council (**APC/21-22/AM/3**)

8 Business Risk Assessment

- a **RESOLVED:** to re-approve and readopt the Business Risk Assessment applicable to this Parish Council (**APC/21-22/AM/4**).

9 Strategic and Operating Plan

- a **RESOLVED:** to re-approve and readopt the Strategic and Operating Plan applicable to this Parish Council (**APC/21-22/AM/5**).

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10 Virtual Meetings Policy

- a **RESOLVED:** to re-approve and readopt the Virtual Meetings Policy applicable to this Parish Council (**APC/21-22/AM/6**).

11 Working Groups Operational Procedure and Terms of Reference

- a **RESOLVED:** to re-approve and readopt the Working Groups Operational Procedure and Terms of Reference applicable to this Parish Council (**APC/21-22/AM/7**).

12 Internet, E mail and Social Media Usage Policy

- a **RESOLVED:** to re-approve and readopt the Internet, E mail and Social Media Usage Policy applicable to this Parish Council (**APC/21-22/AM/8**).

13 Website Accessibility Statement

- a **RESOLVED:** to re-approve and readopt the Website Accessibility Statement applicable to this Parish Council (**APC/21-22/AM/9**).

14 GDPR Policy

- a Considered and approved: The Annual Report of the GDPR working group (**APC/21-22/AM/10**).
- b **RESOLVED:** to re-approve and readopt the GDPR Policy and related documents applicable to this Parish Council:
- Privacy Policy **APC/21-22/AM/11**
 - Privacy Notice **APC/21-22/AM/12**
 - Retention Schedule **APC/21-22/AM/13**
 - Personal Information Register **APC/21-22/AM/14**

16 Pensions Discretion Policy

- a **RESOLVED:** to re-approve and readopt the Pensions Discretion Policy applicable to this Parish Council (**APC/21-22/AM/15**).

Noted: that all reapproved policies would be published on the Parish Council website.

ACTION: Clerk

17 Representatives

- a **RESOLVED:** to approve the list of Council Representatives on working groups, outside bodies and working parties and the reviewed terms of reference for working groups (**APC/21-22/AM/16**). This was subject to the inclusion of Mrs Jane Pegg to the Neighbourhood Plan Implementation Working Group and Cllr Moss to the Sports Forum and to the Walkfield Working Group. **ACTION: Clerk**

18 Financial Statements

- a Noted: that due to the early holding of the 2021 Annual Meeting because of Covid 19 precautions the following matters would be addressed at the June 2021 meeting
- Signature of the Annual Governance Statement for the year ended 31 March 2021
 - Signature of the Accounts for the year to 31 March 2021
 - Agreeing the amount of the Chair's allowance in pursuance of Section 15(5) of the Local Government Act 1972
 - Appointing the Internal Auditor
 - Determining the bank signatories

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19 Date of next Annual Parish Council meeting

Noted: that it was planned to hold the 2022 Annual Meeting on **Monday 16 May 2022** at Alrewas Village Hall starting at 7.00pm. This was subject to confirmation.

The meeting finished at 7.10pm.

Kathryn Powell,
Clerk,
Alrewas Parish Council, 6 May 2021.

Confirmed