

LITTLE GLEMHAM PARISH COUNCIL**Minutes of the Parish Council Annual meeting held on 6 May 2021 over Zoom****Attendees**

From the Council Stephen Bayfield (Chair)
Frank Hilder (Vice Chair)
Claire Peck
Lindsay Last
Alistair Besly [Clerk]

From the Public None

Apologies Eric Gore, Kate Talbot-Hurn

Declaration of Interest None

Notes and Actions

	Description	Actions and Agreements	Owner	Complete by date
1	Election of Chair	Frank proposed that Stephen continue as Chair seconded by Claire, All Agreed		
2	Election of Vice Chair	Stephen proposed that Frank continue as Vice Chair seconded by Lindsay, All Agreed		
3	Delivery of Acceptance of Office forms	The Clerk will arrange for acceptance of office forms to be signed as soon as possible	Clerk	ASAP
	Chairman's comments Having had my Integrity Scandalously questioned in various emails from a fellow Councillor sent to many of you, and now available in the public domain through a recent freedom of information request, I would like to state the following. If you feel that I'm not worthy of continuing in this role of Chairperson I will ask you not to vote for my re-election. However if you do vote in my favour I will see it as an endorsement of your confidence in my contribution over the past year, and full support for the forthcoming one.			
4	Confirmation of Minutes			
	The Minutes of the Council meeting on 9 March 2021 were approved as an accurate record			
	The Minutes of the Council meeting on 13 April 2021 were approved as an accurate record			
	The Clerk will arrange for the Chair to sign as soon as possible		Clerk	ASAP
5	Review of delegation arrangements to staff	Financial Regulations s4.1 provides that the Chair and Clerk together may approve up to £500 spend which needs to be reported at the next meeting. All Agreed that this is appropriate	NFA	
6	Review and adoption of appropriate standing orders and financial regulations:	New standing Orders were reviewed and adopted. All Agreed Existing Financial Regulations were reviewed and re-adopted. All Agreed Clerk will update review dates and post on website	Clerk	ASAP
7	Review of inventory of land and assets including buildings and office equipment:	The existing asset register was agreed as presented.		
8	Confirmation of arrangements for insurance cover in respect of all insured risks:	Standard Parish Protect policy Includes: £10m for Employers liability and Public Liability This is considered appropriate - All Agreed		
9	Review of the council's and/or staff subscriptions to other bodies;	The council's only current subscriptions are SALC & ICO All Agreed		
10	Review of the council's complaints procedure	The Existing Complaints Procedure was reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP

11	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;	The Existing Procedures were reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
12	Review of the council's policy for dealing with the press/media;	The Existing Policies were reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
13	Review of the Councils employment policies and procedures including: - Privacy Notice for Employees and officials - Member/Officer Protocol	The Existing Policies were reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
14	Review of the Councils remaining policies and procedures including: - Code of Conduct - GDPR Management - Privacy Notice General - Risk Assessments and Safeguarding	The Existing Policies were reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
15	Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	There was no s137 expenditure for 2020/21 All Agreed		
16	Payments	The following payment schedule was presented with Pre-approval of payments falling due before the next meeting. To be reported at the next meeting. All Agreed Clerk to process payments as required	Clerk	
		Clerks pay (11 March - 31 May) and HMRC PAYE up to a maximum of £600		
		Kiwi Fencing up to a maximum of £2,400 including VAT		
		ICO Data Protection Fee £40		
17	Public Speaking	None		
18	Confirm the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council	A proposal to meet every other month was discussed. This would be similar to many parish councils of this size. The proposed meeting schedule is Tuesday 13 July 2021 Tuesday 14 September 2021 Tuesday 9 November 2021 Tuesday 11 January 2022 Tuesday 8 March 2022 Tuesday 10 May 2022 APCM The normal starting time for these meetings will be 20:00. The plan is to return to face to face meetings in the village hall as soon as it is safe to do so All Agreed. Clerk to update website with these dates	Clerk	ASAP

Date of next meeting: **Tuesday 13 July 2021 at 20:00**

Signed as a correct record

Stephen Bayfield - Chair