

# Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 24/05/2019:

## MINUTES OF THE TIFFIELD ANNUAL PARISH COUNCIL MEETING held in The Reading Room on Tuesday 21/05/2019 at 7.30pm

Present: Cllr J Beasley, Cllr P Power, Cllr J Tyrell, Cllr Powell, Mr A Tennet (Clerk to the Council)

	Standing Items	Action
1901.01	Election of Chairperson for 2019/20 – with no other apparent candidates Cllr Beasley agreed to stand again. He was nominated by Cllr Tyrell and with no objections duly elected.	Election of Vice Chair to be added to June Agenda
1901.02	Cllr Beasley signed the Declaration of Acceptance of Office form	
1901.03	Apologies for absence – Cllr Chaplin, Cllr Godwin, Cllr Jowers, Cllr Pady, Cllr Welch – apologies were accepted	
1901.04	Parish responsibilities were allocated to the following Councillors: Council Open Spaces and Trees – Cllr Jowers Council Highways – Cllr Welch Council Internal Control – Cllrs Power and Pady Parish Council Risk Assessment and Register -Cllr Beasley and Mr Tennet Pocket Park Warden – Cllr Chaplin Community Events Co-ordinator – Cllr Power Flood Action – Cllr Chaplin Rail Central Liaison – Cllr Welch	

Dates of scheduled Parish Council Meetings 2019:

Jan 14<sup>th</sup>, Feb 11<sup>th</sup>, Mar 11<sup>th</sup>, Apr 8<sup>th</sup>, May 13<sup>th</sup>, Jun 10<sup>th</sup>, Jul 8<sup>th</sup>, Sep 9<sup>th</sup>, Oct 14<sup>th</sup>, Nov 11<sup>th</sup>.

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1901.05	Further Parish Responsibilities were confirmed as follows: Neighbourhood Watch – Kevin Corcoran Claydons Field Warden – Gordon Bradley Footpath Wardens – Peter Thomas and John Pearson	
1901.06	Update of Councillors' Register of Interests – Cllr Tennet informed the meeting that at the recent internal audit, it was commented that under the section 'Land owned', the auditor suggested that this should include home addresses where owned. Some Councillors present thought that the current form excludes home addresses.	Mr Tennet to check forms and add to June Agenda for all Councillors to review their declarations.
1901.07	Internal Audit – Cllr Beasley proposed that the Internal Audit for this year would be conducted by NCALC and not Alan Brown. There were no objections.	Mr Tennet to add the Internal Audit report to June Agenda if received in time
1901.08	Review dates for policies, standing orders, regulations and Risk Register – Mr Tennet informed the meeting that he has reviewed the Risk Register this month in light of feedback from the Internal Auditor. In respect of the other Council documents, it was agreed that Mr Tennet and Cllr Beasley would work on these with a view to presenting any amendments to the Parish Council at the July meeting.	Mr Tennet to add review of documents to July Agenda.
1901.09	It was agreed that the dates for Parish Council meetings for the year would be the second Monday of each month except for August and December.	
	With no other business the meeting closed at 7.45pm	

I certify that this is a true and accurate record of the transactions of Tiffield Parish Council in the above meeting:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_