

# Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 05/05/2020:

## MINUTES OF THE TIFFIELD ANNUAL PARISH COUNCIL MEETING held in the School Hall on Monday 10/05/2021 at 7.45pm

Present: Cllr J Beasley, Cllr Cook, Cllr J Tyrell, Cllr Powell, Cllr Pearson, Cllr Jowers, Cllr Chaplin, Mr A Tennet (Clerk to the Council)

	Standing Items
2105.1	Election of Chairperson for 2020/21 – with no other apparent candidates Cllr Beasley agreed to stand again. He was nominated by Cllr Jowers supported by a unanimous vote.
2105.2	As required by Sect 83 of the Local Government Act 1972, Cllr Beasley signed the Declaration of Acceptance of Office form
2105.3	Following the local elections held on the 6 <sup>th</sup> May 2021 and in line with Sect 83 of the Local Government Act 1972, declarations of acceptance of office and register of interests were signed by all present.
2105.4	Apologies for absence: Cllr James – apologies were accepted
2105.5	Minutes of the Annual Parish Council meeting 2020 were approved and signed by the chair with no objections
2105.6	Parish responsibilities were allocated to the following Councillors: <ol style="list-style-type: none"><li>1) Council Open Spaces and Trees – Cllr Jowers and Cllr Powell</li><li>2) Council Highways – Cllr Tyrell</li><li>3) Neighbourhood Watch – Kevin Corcoran</li><li>4) Council Internal Control – Cllrs James and Cook</li></ol>

Dates of scheduled Parish Council Meetings 2020/21:

May 10<sup>th</sup>. Jun 14<sup>th</sup>. Jul 12<sup>th</sup>. Sep 13<sup>th</sup>. Oct 11<sup>th</sup>. Nov 8<sup>th</sup>. Jan 10<sup>th</sup>. Feb 14<sup>th</sup>. Mar 14<sup>th</sup>.

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	<p>5) Parish Council Risk Assessment and Register -Cllr Beasley and Mr Tennet</p> <p>6) Claydon's Field Warden – Paul Peers</p> <p>7) Footpath Warden – Mr John Pearson and Cllr Tyrell</p> <p>8) Pocket Park Warden – Cllr Chaplin</p> <p>9) Community Events Co-ordinator – Cllr Cook</p> <p>10) Flood Action – Cllr Chaplin</p> <p>11) IM Properties &amp; DHL resident's liaison – Cllr James</p>
2105.7	Internal Audit – Mr Tennet asked that the resolution be that NCALC are appointed to conduct this year's audit. This was proposed by Cllr Beasley and seconded by Cllr Chaplin. There were no objections.
2105.8	<p>Review dates for policies, Standing Orders, Regulations and Risk Register – Mr Tennet proposed the following dates for the following documents to be reviewed:</p> <p>Register of Fixed Assets – March meeting (Mr Tennet in preparation for the next audit)</p> <p>Risk Register – June meeting (Mr Tennet)</p> <p>Standing Orders, Financial Regulations, other Policies and Procedures – September meeting (Mr Tennet and Cllr Beasley)</p> <p>These dates were agreed by all present.</p>
2105.9	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 subject to any need to move said dates. Each meeting would start at 8.00pm, apart from the Annual Parish and Annual Parish Council meetings which will start at 7.30pm
	With no other business the meeting closed at 8.10pm

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

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