



DILHORNE PARISH COUNCIL

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Minutes of the **ANNUAL ASSEMBLY** held on Tuesday 27th April 2021
Meeting was a virtual meeting using Zoom at 7pm

Present: Cllrs. D. Bateman, D. Horvath, J. Carnall, S. Challinor, E. Whitehall, R. Howell

Apologies: Cllr Wildman

Members of the Public – None

Item	Subject	Description
1	APOLOGIES	Cllr Wildman (technical problems phoning in to the meeting)
2	ELECTION OF OFFICERS	<p>CHAIR – Cllr Bateman was nominated by Cllr Horvath, seconded by Cllr Carnall. All other Councillors were in agreement and Cllr Bateman was duly elected as Chair and Cllr Bateman accepted the position of Chair.</p> <p>VICE-CHAIR – Cllr Horvath was proposed by Cllr Bateman, seconded by Cllr Challinor. All other Councillors were in agreement and Cllr Horvath was duly elected as Vice-Chair and Cllr Horvath accepted the position .</p> <p>DEPUTY VICE-CHAIR – this position was suspended in 2019 and was added to this meetings agenda in error, therefore no election necessary.</p> <p>MONITORING FINANCIAL OFFICER – Cllr Challinor was proposed by Cllr Horvath, seconded by Cllr Bateman. All other Councillors were in agreement and Cllr Challinor was duly elected as Monitoring Financial Officer and Cllr Challinor accepted the position..</p>
3	MINUTES	It was resolved that the minutes of the previous meeting were to be signed as a true and correct record.
4	ELECTION OF REPRESENTATIVES	<p>DILHORNE RECREATION CENTRE – As two Councillors (Carnall and Whitehall) are both on the Recreation Centre Committee it was considered that this was acceptable for both to act as representatives.</p> <p>STAFFS MOORLANDS PARISH ASSEMBLY - Cllrs Bateman and Horvath were elected as representatives. Cllr Bateman has voting power. All Councillors can attend but only two will be allowed to sit in the Chamber, extras to sit in public area.</p>
5	REVIEW OF INSURANCE COVER	This is the 2nd year of the LTA, therefore no action to be taken. No documents had been received from insurers for 2021-22 therefore Clerk could not advise if any increase although this will be nominal and would only be due to any increase in the IPT rate. Clerk will update Councillors at next meeting on

Minutes are draft until agreed at the next meeting

Signed ... *W D Bateman* (Chair)

Date 22nd June 2021

Item	Subject	Description
		premium. Policy renewal date is 1st June 2021
6	REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS	Clerk advised amendments had been made regarding virtual meetings in June 2020, revised editions had been supplied to all Councillors prior to the meeting. The amendments were agreed and the revised version of Standing Orders and Financial Orders were duly adopted.
7	REVIEW OF RISK ASSESSMENT DOCUMENT	Clerk had reviewed the document and supplied copies to all Councillors prior to the meeting. No changes to the document were required.
8	REVIEW OF FIXED ASSET REGISTER	Clerk had reviewed and updated the register to include the School Close bench.
9	REVIEW OF COUNCIL POLICIES	Copies of all the Council's Policy Documents were provided to all Councillors to review prior to the meeting DATA PROTECTION POLICY – no changes required MEDIA RELATIONS POLICY – no changes required SOCIAL MEDIA POLICY – no changes required SAFEGUARDING POLICY - no changes required
10	ADOPTION OF COMPLAINTS PROCEDURE	All Councillors were provided with draft copy prior to meeting. All Councillors approved the draft and it was therefore duly adopted by the Council. Clerk to place copy on the Parish Council website.
11	MEETING DATES	Dates for the next 12 months June 2021 to May 2022 to be sent to all Councillors.
12	BANK SIGNATORIES	There are three signatories for the bank accounts. Currently on bank mandate are – Cllr Bateman and Cllr Horvath and Mrs L Cantlay (Clerk). Two signatures are required on all cheques and cheque stub to be initialled by those who sign the cheque. It was agreed that Financial Orders are to be revised to state three signatories on bank mandate from May 2019. BASC payment allowed in line with Financial Orders but must be approved at meeting prior to payment leaving the account and are set up for payment the day following the meeting - this to remain unchanged.
13	CHAIRS REPORT	Cllr Bateman read out the report thanking Councillors and Clerk for their support during the last 12 months.
	MEETING CLOSED	7.15PM

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Signed ... *W.D. Bateman* (Chair)

Date 22nd June 2021