

**Minutes of Annual General Meeting of Ninfield Parish Council**  
**held on Tuesday 4<sup>th</sup> May 2021**  
**at 7pm using Zoom**

**Cllrs Present:**

Current Chair K Williamson (KW); S Guard (SG); P Holland (PH); K Crittall (KC); G Pharo (GP) from 19:14; P Coleshill (PC); J Langley (JL). Sheila Collins (SC)

**In Attendance:** J Scarff (clerk) & 4 members of the public

Members of the public are encouraged to come to the meeting and there is a 10-minute opportunity for them to address the council on matters on the agenda.

**KW welcomed everybody to the meeting.**

**2494. Public Questions**

Ten minutes are available for the Public to express a view or ask a question on **relevant matters on the following agenda.**

Members of the public are welcome and encouraged to stay and observe the rest of the meeting.

There were no public questions

**2496. Apologies and reasons:**

Apologies had been sent and accepted from cllr J Cheshire for personal reasons. Apologies received and noted from District Cllrs P Doodles & R Cade, County Cllr B Bentley.

**2497. SG took the chair and invited nominations for Chair of the Parish Council for the forthcoming year.**

SC nominated KW, KC seconded. Cllrs voted unanimously that KW become chair for the year.

**2498. KW agreed to sign the declaration of office at a later date.**

KW took the chair and invited nominations for Vice Chair of the Parish Council for the forthcoming year.

PC nominated SG, JL seconded. Cllrs voted unanimously that SG become vice chair for the year.

**2499. SG agreed to sign the declaration of office at a later date.**

**2500. G Pharo joined the meeting 19:14**

**Disclosure of Interests:**

To receive Councillors' declaration of interest regarding matters on the agenda and consider and written requests for dispensation as a result. Councillors are reminded that changes to the register of interests should be notified to the clerk as and when they occur.

There were no interests received

**2501. Minutes**

**Resolved: the minutes of**

Full Council Meeting 15<sup>th</sup> April 2021

KW proposed approval, KC seconded all agreed and the minutes could be signed by the Chair as a true record.

**2502. Review of Standing orders, Financial Regulations and Risk assessment.**

Resolved that the three documents be adopted.

**2503. To agree scheme of delegation.**

Resolved to agree to adopt the Scheme of delegation.

**2504. Review of Committees and working parties to be constituted for the year.**

Finance Committee

Planning Committee

Recreation Ground Committee

Neighbourhood Plan Steering group (working party)

Speedwatch (working party)

**Representative for external groups**

- ESALC
- WDALC
- WDC South East Parish Cluster
- WDC Parish Panel Meeting

Resolved that the committees and working parties above be constituted for the year in accordance with the Councils Standing orders and scheme of delegation.

**Resolved that representative for external groups would be as follows**

- ESALC – to be decided when a meeting arose.
- WDALC – to be shared between KW and JL
- WDC South East Parish Cluster – SC would take over from KC after the May meeting.
- WDC Parish Panel Meeting – SC would attend.

**2505. To delegate to the relevant committee a review of their terms of reference.**

Resolved that committees review their Terms of Reference and present them at the following full council meeting.

**2506. To agree dates for Meetings for the year 2021 / 2022**

- |                                 |  |
|---------------------------------|--|
| 24 <sup>th</sup> June 2021      | 15 <sup>th</sup> July 2021                           |
| 16 <sup>th</sup> September 2021 | 21 <sup>st</sup> October 2021                        |
| 18 <sup>th</sup> November 2021  | 16 <sup>th</sup> December 2021                       |
| 17 <sup>th</sup> February 2022  | 17 <sup>th</sup> March 2022                          |
| 21 <sup>st</sup> April 2022     | 18 <sup>th</sup> May 2022 (Annual Meeting of the PC) |

Resolved that meeting of the full council will be scheduled as above.

**2507. Finance**

- a To receive the report from the internal auditor and agree any actions required.**  
The cllrs noted the report and agreed that the recommendations should be actioned.

- To consider the Ear Marked Reserves (EMR)**  
**b** Resolved that the EMR would be issued and considered at the next meeting

- To consider the approval of the annual governance statement**  
**c** The Governance statement had been circulated prior to the meeting.  
Resolved that the annual Governance Statement be approved.

- To consider the approval of the accounting statement for the year ended 31<sup>st</sup> March 2021 in the Annual Governance and Accountability return.**  
**d** The accounting statement in the Annual Governance and Accountability return for the year end 31 March 2021 had been circulated prior to the meeting.  
Resolved to approve the accounting statement in the Annual Governance and Accountability return for the year end 31 March 2021

**To receive the bank reconciliations to 30<sup>th</sup> April 2021**  
The banking transactions were circulated prior to the meeting and noted but the clerk explained that the formal statements have yet to be issued. The formal documents will be circulated when available

**To present for approval the payments for the month.**  
Payments were approved as presented. In addition, a payment to Mulberry and Co for the internal audit for £180+ VAT received this afternoon was also approved.

**With no further business the Chair thanked everyone for attending and closed the meeting at 19:45 pm.**

**Signed .....Date.....**