

## **RADFORD SEMELE PARISH COUNCIL**

### **DRAFT MINUTES OF ANNUAL GENERAL MEETING**

Held online via Zoom on 4<sup>th</sup> May 2021 at 7.30 pm.

**Present:** Parish Councillors: Cllr S P Sabin (Chairman), Cllr D Carter, Cllr B Follett, Cllr B Friar, Cllr A T Hitchcox, Cllr Mrs J P Malin, Cllr A Malin, Cllr R Munn, Cllr T Musa and Cllr J Sudbury

**1. Apologies for Absence**

WCC Cllr W Redford and WDC Cllr Mrs V Leigh-Hunt

**2. Election of Chairman for the Year**

The Clerk called upon nominations for the office of Chairman; Cllr Sabin was elected unanimously as Chairman, proposed by Cllr Sudbury and seconded by Cllr Hitchcox.

**3. Election of Vice-Chairman for the Year**

The Clerk called for nominations for the post of Vice-Chairman; Cllr Sudbury was elected unanimously, proposed by Cllr Hitchcox and seconded by Cllr Musa.

**4. Nominations to Council committees and sundry other posts:**

In the temporary absence of Cllr Sabin who had technical difficulties, the Vice-Chairman took over the Chair. The draft list of committees and other Council posts for the forthcoming year had been tabled; the committees and posts as set out were approved, proposed by Cllr Sudbury and seconded by Cllr Friar, including the following: -

**Policy and Procedures Officer** – Cllr J Sudbury

**School Liaison Officer** – Cllr J Sudbury

**Representative on the Community Hall Committee** – Cllr Mrs Janet Malin

**Representative on the Sports & Social Club Committee** – Cllr Tony Malin

The Chairman joined the meeting having resolved some technical difficulties:

**5. Financial Matters**

1. The schedule of payments for approval had been circulated: the payments were approved, proposed by Cllr Sudbury and seconded by Cllr Carter.

2. Considerable discussion ensued in the process of approving the contents of the AGAR form; Cllr Friar explained the background to the form in that the Council was required to certify that due and proper governance by the Council of its affairs had been implemented during the past financial year. He explained that the figures in the boxes on the form corresponded to the year-end accounts, which had already been circulated to Councillors, and their substance supported by the Report of the Internal Auditor Mrs Best. He highlighted the particular items on page 3 of the AGAR form where the Council was required to give a positive assurance on aspects of due governance. The Council as a whole had to consider the AGAR with a view to its approval. It was PROPOSED that the contents of the AGAR be approved, and the Chairman and Clerk have authority to sign the AGAR form in the appropriate places to confirm the Council's approval and send it to the External Auditor – proposed by Cllr Mrs J Malin and seconded by Cllr Munn.

**6. Arrangements for next meeting**

The Chairman outlined his concern about uncertainties surrounding the release of Covid-19 restrictions; whilst it was likely that the proposed meeting of the Council on 24<sup>th</sup> May 2021 would have to be a face-to-face, the general position was uncertain and social distancing would have to be maintained etc. In the light of that, he sought support from the Council to cancel that meeting, having dealt this evening with the important matter of the AGAR form. Cllr Carter sought assurance that the projected meeting on 28<sup>th</sup> June will go ahead – it was noted that for practical purposes that meeting must proceed but Cllr Sudbury pointed out that the Chairman, himself, the Chairman of the Finance Committee and the Clerk still had delegated authority from the Council to deal with daily business [ which the Council acknowledged ] It was therefore AGREED that the Council Meeting on 24<sup>th</sup> May 2021 be cancelled, proposed by Cllr Hitchcox and seconded by Cllr A Malin.

Cllr Mrs Malin said the proposed dates for Council meetings at the Community Hall had been cancelled at the onset of the pandemic, so it was necessary for Council Meetings to be reinstated as bookings. It was AGREED that Cllr Friar would deal with that.

**7. AOB**

Cllr Munn wanted it to be known that the Community Speed Watch programme was continuing, and he now had a sufficient number of volunteers. He was in discussion with the Police concerning calibration of the equipment and would report back.

**8. Date of next meeting:**

The next meeting of the Council will be on 28th June 2021.

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

.....                      **Clerk**                      **Date .....**