

Minutes of Annual Meeting for Avon Dassett Parish Council, Monday 13th 2019.

Prior to the commencement of the meeting, elected members completed Declaration of Acceptance of Office & Register of Member's Interests forms, the first being that of the Chairman.

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The meeting commenced at 8.30pm.

- 1) Election of Chairman, Vice-Chairman. Mike Blakeman proposed Trevor Gill as Chairman, seconded by Liz Hirst: Trevor Gill Elected. Mike Blakeman was proposed as Vice Chair: Proposed: Darrell Muffitt, Seconded: Liz Hirst.

The Clerk was reconfirmed as the Data Protection Overseer and Data Protection Officer. Proposed: Trevor Gill, seconded: Mike Blakeman.

- 2) Apologies: Chris Williams, John Feilding

Present: Trevor Gill, Mike Blakeman, Darrell Muffitt, Liz Hirst, Phil Baxter, Clerk (Helen Hide-Wright).

- 3) Confirm minutes of last Annual Meeting held on 24th May 2018: Proposed: Mike Blakeman, Seconded: Liz Hirst: Signed and dated by Trevor Gill.

- a) <http://www.avondassettparishcouncil.com/app/download/10393394/20180524+Avon+Dassett+PC+Annual+Meeting+Minutes.pdf>

- 4) Financial Report

- a) RFO certification of accounts: Properly representing receipts and payments 2018-2019 financial year. The Accounts were circulated for inspection and accepted by the meeting. Proposed: Mike Blakeman, Seconded: Darrell Muffitt.

- b) Approval of ADPC Statement of Accounts. Proposed: Liz Muffitt, seconded: Mike Blakeman.

- i) <http://www.avondassettparishcouncil.com/app/download/11493264/20190331+A+DPC+Financial+Statement.pdf>

- c) Signing and dating of ADPC Account statement: Proposed: Mike Blakeman, seconded: Darrell Muffitt. Signed and dated by Trevor Gill.

- d) Audit: Consideration and signing and dating of Annual Governance Statement: Proposed: Mike Blakeman, seconded: Darrell Muffitt. Signed and dated by Trevor Gill

- i) <http://www.avondassettparishcouncil.com/app/download/11537406/20190331+A+DPC+Signed+AGAR.pdf>

- e) Audit: Consideration and signing of Accounting Statements 2018/19: Proposed: Mike Blakeman, seconded: Darrell Muffitt. Signed and dated by Trevor Gill

- f) Internal Audit Report for the 2018-2019 financial year: The report had been circulated to the Parish Council, prior to the meeting.

- i) <http://www.avondassettparishcouncil.com/app/download/11503441/20190503+A+DPC+Internal+Audit+Report+Redacted.pdf>

5) Annual review of:

- a) Avon Dassett Emergency Plan
 - i) <http://www.avondassettparishcouncil.com/app/download/11508460/201905213+ADPC+Emergency+Plan+Redacted.pdf>
- b) The Fixed Assets List
 - i) <http://www.avondassettparishcouncil.com/app/download/11492983/20190331+A DPC+Risk+Assets+Schedule.pdf>
- c) The Non Financial Standing Orders
 - i) <http://www.avondassettparishcouncil.com/app/download/11492933/20190513+A DPC+Non-Financial+Standing+Orders+-+Approved.pdf>
- d) Banking Standing Orders and Direct Debits (HMRC, Information Commissioners Office, Npower, Warwickshire Pension Fund)
 - i) <http://www.avondassettparishcouncil.com/app/download/11493148/20190331+Standing+Orders++Direct+Debits.pdf>
- e) The Financial Regulations
 - i) <http://www.avondassettparishcouncil.com/app/download/11489846/20190513+A DPC+Financial+Regulations+-+Approved.pdf>
- f) Risk Assessment
 - i) <http://www.avondassettparishcouncil.com/app/download/10267799/20190513+A DPC+Risk+Assessment+-+Approved.pdf>
- g) Planning Policy
 - i) <http://www.avondassettparishcouncil.com/app/download/11489849/20190513+A DPC+Planning+Standing+Orders.pdf>
- h) Data Protection
 - i) <http://www.avondassettparishcouncil.com/app/download/11489841/20190513+A DPC+Data+Protection+Policy+-+Approved.pdf>
- i) Freedom of Information
 - i) <http://www.avondassettparishcouncil.com/app/download/11489851/20190513+A DPC+FOI+Policy+-+Approved.pdf>
 - ii) <http://www.avondassettparishcouncil.com/app/download/10182699/20190513+A DPC+FOI+Schedule+-+Approved.pdf>
- j) Reserves
 - i) <http://www.avondassettparishcouncil.com/app/download/11492958/20190513+A DPC+Retention+of+Documents+Policy+-+Approved.pdf>
- k) Retention of Documents
 - i) <http://www.avondassettparishcouncil.com/app/download/10182682/20180524+A DPC+Draft+Retention+of+Documents+Policy.pdf>
- l) Communications Policy

- i) <http://www.avondassettparishcouncil.com/app/download/11500843/20190513+ADPC+Communications+Policy+-+Adopted.pdf>

m) Code of Conduct:

Trevor Gill confirmed that ADPC has signed up to Stratford District council's Code of Conduct and outlined the key obligations of this and the ADPC Communications Policy, upon Parish Councillors

- i) <http://www.avondassettparishcouncil.com/app/download/11508272/20190513+ADPC+Code+Of+Conduct.pdf>
- ii) <http://www.avondassettparishcouncil.com/app/download/11508277/20190513+ADPC+Guidance+On+Code+Of+Conduct.pdf>

The policies and standing orders were proposed as accepted and will be reviewed again in 12 months. Proposed: Mike Blakeman, seconded: Darrell Muffitt.

- 6) Charities Report: Nothing to report.
- 7) Review of Hire Fees for Reading Room: This will be considered in a subsequent ordinary meeting.
- 8) Member Reports: Nothing to report.: Nothing to report.: Nothing to report.

The meeting closed at 8.50 pm.

This was followed by ADPC's Annual Parish Meeting.