

SANDIACRE PARISH COUNCIL

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Minutes of the VIRTUAL Annual Parish Council meeting held on Tuesday, 4 May 2021 at 6.40pm via Zoom video conferencing.

PRESENT:

	Cllr W Major	Chairman
A	Cllr Mrs L Bilbie	
	Cllr S Bilbie	Vice-Chairman
	Cllr Mrs S Dickman	
	Cllr Mrs C French	
	Cllr A Gibson	
	Cllr Mrs S Hales	
	Cllr T Hales	
	Cllr S Jarratt	
	Cllr Mrs C Powers	
	Cllr N Raycraft	
	Cllr T Sanghera	
	Cllr Mrs K Stewart	
	Cllr R Stewart	

IN ATTENDANCE: Mrs M Bloor - Clerk to the Parish Council

REMOTELY ATTENDING: Three members of the public

The Chairman welcomed everyone to the meeting.

1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR

Cllr Major invited nominations for the position of Chairman. None were received.

Proposed Cllr Sanghera and seconded by Cllr Stewart that Cllr Major be elected Chairman.

RESOLVED that Cllr Major be elected Chairman for the ensuing year

In accordance with the Local Government Act 1972, Cllr Major signed the Declaration of Acceptance of Office before the Clerk.

2. TO ELECT THE VICE-CHAIRMAN FOR THE COMING YEAR

Cllr Major invited nominations for the position of Vice-Chairman. None were received.

Proposed by Cllr Major and seconded by Cllr Sanghera that Cllr Bilbie be elected Vice-Chairman.

RESOLVED: that Cllr Bilbie be elected Vice-Chairman for the ensuing year.

Cllr Bilbie signed the Declaration of Acceptance of Office before the Clerk.

3. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Mrs Bilbie had conveyed apologies for absence due to work commitments.

4. TO RECEIVE ANY DECLARATIONS OF INTEREST

There were no declarations of interest received.

5. PUBLIC PARTICIPATION SESSION

No items were raised

6. ANNUAL PARISH COUNCIL MEETING: MAY 2019 & 2020

2019 – Last recorded Minutes

The Minutes of the Annual Parish Council meeting held on 14 May 2019, were confirmed as a true record at the 2 July 2019 meeting. Refer Agenda Item 53.

2020 – Period of lockdown – No Meeting

The Annual Parish Council Meeting scheduled for 5 May 2020 was cancelled. All appointments were carried over to May 2021. Refer Minutes of 6/6/20, Item 248.

7. TO APPOINT AN INTERNAL AUDITOR

RESOLVED: to appoint Mr B Wood as the internal auditor for the ensuing year

8. TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

I. Finance Committee

RESOLVED: to approve the following Committee structure and appointment of Committee Chair

1. Cllr W Major – Appointed Chairman
2. Cllr S Bilbie
3. Cllr Mrs L Bilbie
4. Cllr Mrs C French
5. Cllr C Powers
6. Cllr N Raycraft
7. Cllr T Sanghera

II. Grievance / Disciplinary Panels

The Grievance and Disciplinary Panels shall consist of the Chairman and two other Members, to be called upon as and when available.

Appeal Panel

The Appeal Panel shall consist of the Chairman or Vice-Chairman and two other Members, not previously involved, to be called upon as and when available.

III. Personnel Committee

The Committee shall meet as and when required throughout the year.

The Personnel Committee's role is to deal with all matters relating to employees the Parish Council may wish to deal with outside of a full Parish Council meeting.

The Parish Council delegates the power to the Personnel Committee to make decisions regarding employment matters on their behalf, including matters regarding grievance and disciplinary procedures.

It should be recognised that whilst the Personnel Committee are bound by the requirements to publicly advertise meetings and to publish Agendas and Minutes, that the majority of business is likely to be conducted in closed session due to the confidential nature of the business being transacted.

The Personnel Committee shall consist of the Chairman and all Members of the Council.

There will be a quorum of 3 Members.

9. TO REVIEW TERMS OF REFERENCE

RESOLVED: to approve the Terms of Reference shown below:

The Finance Committee shall meet in November, or as required, to monitor the Council's spending, review its financial affairs, set the annual budget and it determines the parish Precept and Concurrent Function's budget.

- Membership of the Committee shall be comprised of seven Members
 - Three Members of the Committee shall constitute a quorum for meetings
 - Committee Membership is established at the Annual Parish Council meeting
 - A Chairman will be appointed annually at the Annual Parish Council meeting
- I. To prepare the annual budget, including the Precept.
 - II. To consider priorities for work and reserves for future projects.
 - III. To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets.
 - IV. To consider adequate insurance cover of buildings and property and maintenance of the Council's Asset Register.
 - V. To monitor and ensure compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
 - VI. To monitor the Council's financial risk assessments and recommends changes where necessary.

Throughout the year the Clerk will prepare regular (at least quarterly) financial reports, which are presented to the Council for monitoring income and expenditure.

10. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED: that representatives be appointed to outside bodies for the ensuing year, as follows:

Memorial Institute Management Board of Trustees

1. Cllr W Major
2. Cllr S Bilbie
3. Cllr S Dickman
4. Cllr Mrs K Stewart
5. Cllr R Stewart

Risley Education Foundation – 4 year appointment (To 2023)

Mr P Harvey was appointed in May 2019 as the Parish Council representative

Dr Bland's Alms Houses – Annual appointment

1. Cllr W Major County Councillor
2. Cllr S Bilbie Parish Councillor
3. Cllr Mrs C French Parish Councillor
4. Rev O Trelenberg Vicar of St Giles' Church

11. TO SET DATES AND TIMES OF ORDINARY MEETINGS FOR 2019 / 2020

RESOLVED: to approve the meeting dates as shown below

2021 – Meetings to commence at 7pm unless otherwise stated	
Tuesday, 1 June	
Tuesday, 6 July	
Summer Recess	
Tuesday, 7 September	
Tuesday, 5 October	
Tuesday, 2 November	
Tuesday, 7 December	
2022 - Meetings to commence at 7pm unless otherwise stated	
Tuesday, 11 January	Second Tuesday
Tuesday, 1 February	
Tuesday, 1 March	Annual <u>Parish</u> Meeting 6.40pm
Tuesday, 5 April	Following Easter Monday BH
Tuesday, 3 May	Annual <u>Parish Council</u> Meeting 6.40pm

The meeting closed at 6.55pm

Signed by the Chairman: _____

Date: _____