



# Draycott-in-the-Moors PARISH COUNCIL

## Draycott-in-the-Moors Parish Council Annual Meeting Minutes Tuesday, 4<sup>th</sup> May 2021

### Attendees:

Chairman Cllr. P McLaughlin	Vice Chairman Cllr. Winfield	Cllr. Myatt
Cllr. Bradshaw	Cllr. Holdcroft	County Cllr. Deaville
District Cllr. Wilkinson	District Cllr. Hulme	
Also present were 3 members of the public		

Minutes recorded by	Start Time	Location
Clerk Mrs D. Wheat	7.00pm	Zoom, virtual meeting

### 1) Welcome:

The Chairman welcomed everyone to the meeting.

### 2) Apologies:

Cllr. S McLaughlin - work commitment

### 3) Declaration of Interests:

None to declare

- 4) **Standing Orders:** To consider amendments needed to the 2020 Standing Orders. The Chairman asked the Council if they agree to change the standing orders so that the Annual Meeting can be held on a Tuesday to comply with the end of legislation for remote meetings on 7<sup>th</sup> May 2021.

#### **The Council resolved to the change for this meeting.**

A discussion was had about whether Draycott in the Moors Parish Council should change Chairman each year. It was decided that it would be helpful if the retiring Chairman would step into Vice Chairman role to support the new Chairman. Cllr McLaughlin said she would like to step down to become Vice Chairman. The Council thanked Cllr McLaughlin for her time as Chairman at Draycott in the Moors Parish Council.

### 5) Election of the Chairman: Cllr. Gordon Winfield was Proposed by Cllr. Deaville and Seconded by Cllr. P. McLaughlin

Cllr. Kate Bradshaw was proposed by Cllr. Holdcroft, Seconded by Cllr. Myatt. The Clerk has advised that a retiring Chairman does not have a casting vote. The Council declined the advice and decided that as Cllr. McLaughlin is currently still Chairman she should still have a casting vote.

The Council voted two for Cllr Winfield and two for Cllr Bradshaw. The Chairman cast the deciding vote in favour of Cllr. Winfield becoming Chairman. (Following the meeting the vote was checked and the Chairman does not have a casting vote only if they are retiring and leaving the Council, so the Councillors were correct to overrule the Clerks advice). **Cllr Winfield accepted the role of Chairman for the forthcoming year.**

I declare that this is an accurate account of the meeting held by Draycott-in-the-Moors Parish Council.

Signed Chairman  
Councillor

Date 9<sup>th</sup> May 2022

The Clerk will get the Acceptance of Office form signed by Cllr. Winfield as soon as possible following the meeting.

- 6) **Election of the Vice Chairman:** Cllr. Pat McLaughlin accepted the post of Vice-Chairman to support Cllr. Winfield.
- 7) **Appointments of the Parish Representatives:** Cllr. Bradshaw and Cllr Myatt both volunteered to fulfil these roles for the Council.  
***Proposed Cllr McLaughlin – Secoded Cllr. Deaville – Motion Carried***

8) **Formation of Working Groups and their duties:**

**Neighbourhood Plan Committee** – decision deferred until the Council decide to continue with the Plan following the lifting of lockdown.

**Lengthsman Co-ordinator – Cllr. Winfield**

- 9) **Banking Arrangements:** Current signatories on the Parish Council NatWest Account are Cllr. Deaville, Cllr. McLaughlin, Cllr. Winfield and Cllr. Holdcroft, Cllr Bradshaw offered to be a non-signatory that could access the account to access the monthly statements as an internal check.
- 10) **Risk Register:** The Council reviewed the Risk Assessment Document for the Council. The Clerk advised that a Covid risk assessment addition would be required before a face-to-face meeting at the Church Hall is held.  
***Proposed – Cllr. Deaville – Secoded Cllr. Bradshaw – Motion Carried***
- 11) **Insurance:** The Council reviewed the Insurance Cover and approved the renewal with BHIB for the next year. The policy also included free membership to Parishes Online.  
***Proposed Cllr Holdcroft – Secoded Cllr. Deaville – Motion Carried***

12) **Annual Governance and Accountability Return (AGAR) for the year ending 31<sup>st</sup> March 2021.**

a. The Clerk gave a brief report on the accounts of Draycott In the Moors Parish Council from 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021. Due to Covid restrictions some projects have not been completed so there has been less expenditure than usual. The Clerk presented the Balance of the Accounts with the Receipts and Payments listed.

b. To note the Annual Internal Audit report. Mrs Corbishley has checked the accounts and has approved the figures to be submitted to the external Auditor - Mazars.

c. The Council resolved to approve:

**The Certificate of Exemption for small Authorities** with an income of less than £25,000.

d. **The Council resolved to approve Section 1 – The Annual Governance Statement 2020/2021**

e. **The Council then approved Section 2 - The Accounting Statements 2020/2021**

Documents can be inspected by members of the public from 1<sup>st</sup> June for a period of six weeks until 12<sup>th</sup> July 2021. [www.draycottonmoorspc.wordpress.com](http://www.draycottonmoorspc.wordpress.com) A notice of the exercise of Public Rights will be advertised in advance of this date. Most documents will be made available to view online but for inspection of the invoices, an appointment will need to be arranged and a public space booked to do this with the Clerk.

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The Council proposed to thank the Clerk for all her hard work on the accounts and for doing the monthly statements of the ringfenced funds and reserves. The Council requested the Clerk to send a letter of thanks to Mrs Corbishley for her work for the Council not only this year, but for many previous years.

**13) Financial Regulations:** The Council reviewed the policy and approved them for the forthcoming year.

**14) Review if the Councils Subscriptions:**

- a) **Staffordshire Parish Councils Association:** The Council approved to continue membership £289.00 per year – advice and training for Clerks and Councillors.
- b) **Information Commissioners Office (ICO)** –NALC recommends that all Parish Councils joins the ICO for an annual membership of £35 per year if paid by direct debit. The Council resolved to become members.  
***Proposed Cllr. Deaville – Secoded Cllr. Myatt – Motion Carried***

**15) Social Media:** The Council discussed Parish Council presence on Social Media. The Clerk expressed that she could do more but does not have much time. Cllr. Bradshaw offered to do more in this area. Cllr Holdcroft said that the Council are fulfilling legal requirements and Social Media presence is an additional element that the Council can use if they wish. It was decided to set up a Parish Council Twitter Account so that County Council posts could be tweeted by Cllr. Deaville.

**16) Complaints Policy:** The basic policy was adopted, but it was resolved to review the Complaints policy in more detail at a future meeting.

Meeting Ended at 7.40pm

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Signed Chairman  
Councillor

Date

9<sup>th</sup> May 2022