

Minutes of Annual Parish Council meeting 13th May 2020

An Annual Parish Council meeting for Mendlesham Parish Council was held via google meet video in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, 3.4.20, Wednesday 13th May 2020 at 7.00pm.

**Present:** Cllrs A Davey, M Exley ( chairperson), D Foster, N Foster, S Judd, D Nunn, H Orton, E Ward, S Jones (Clerk), SCC/MSDC Cllr A Stringer and one member of the public.

**1. To elect the Chair of the Parish Council**

Cllr A Davey was proposed and confirmed he was willing to undertake the role. There were no other nominations. Cllr Davey was seconded and appointed with an unanimous vote.

**2. To elect the Vice-Chair of the Parish Council**

Cllr N Foster was proposed, confirmed he was willing to undertake the role. There were no further nominations. Cllr N Foster was seconded and appointed with an unanimous vote.

**3. To receive the Chair's Declaration of Acceptance of Office.**

It was agreed that the Acceptance of Office should be physically signed when it was safe to do so. (*Clerks note: signed by Cllr Davey, witnessed by the Clerk 14.5.20.*)

**4. Welcome, apologies for absence and filming statement.**

Apologies received after the meeting from Cllrs Allen and Gardiner who had been unable to join the meeting due to technical issues and Cllr Webb ( personal reasons). The filming statement was not read out.

A vote of thanks to Cllr Exley for his role as Chairperson was made.

**5. Declarations of interest:**

a) To note Councillor's declarations of interest in any of the following agenda items. Nothing declared.

b) To note any dispensations with regard to declarations of interest. Not required.

**6. To approve minutes of Ordinary meeting held on 4th March 2020 for accuracy and as a true record of the meeting.**

Pages 1738-1747 inclusive were unanimously approved as an accurate record of the meeting of 4th March 2020 with agreement that the physical record should be signed and signed and dated by the Chairperson at the earliest safe opportunity. (*Clerks note: since actioned*).

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**7. To appoint members to the following existing committees/roles as required :**

**Allotment representative**

Cllr Orton was reappointed.

**Finance & General Purposes Advisory committee**

It was agreed that this committee should only meet as circumstances dictate such as for a disciplinary matter, and if so the committee would be Cllrs Allen, Davey, Exley and Ward.

**Planning Committee**

It was agreed that this committee should not meet.

**Footpath Officer:** Cllr Exley for Mendlesham and Mr T Moore for Mendlesham Green were reappointed.

**Woodland Officer** Mr J Michell was reappointed.

**School/Community Centre Joint Liaison Committee** Cllrs Exley, Nunn, and Orton were re appointed. It was noted this was representation only, with no delegated powers.

**Neighbourhood Plan Committee** Cllrs Exley, Orton and Ward plus Peter Dawson, Terry Moore and SCC/MSDC Cllr A Stringer were reappointed.

**USAAF 34TH Bomb Memorial Advisory Committee** Cllrs Allen, Nunn and Orton, Carolyn Triscott, Father P Gray and Cllr A Arnold, (Wetheringsett Parish Council) were re appointed. Authorisation agreed to monitor the memorial and funds.

**Community Centre Advisory committee.** To be reviewed once normal meetings resume after Covid Emergency.

**8.Standing Orders:**

**General standing orders and Financial standing orders from 1.4.20.**

Unanimously agreed.

**9. To confirm payment of PAYE, pension and utility bills** as required, without waiting until authorisation of Ordinary meeting plus payment of direct debits. A list of direct debits had also been circulated. Unanimously confirmed.

**10. To appoint bank signatories:** Cllrs Allen, Davey, Nunn and Orton plus Sharon Jones, including use of online banking facility unanimously confirmed. Any two to sign.

**11.To confirm Mendlesham Parish Council payments to be made, where possible online, rather than cheque in accordance with Financial Standing Orders.** Unanimously agreed.

**12.To appoint Parish Council representatives to the following organisations:**

Mendlesham Community Council: Cllr Davey reappointed.

Suffolk Association of Local Councils: Cllr Exley reappointed.

**13. To review inventory of land and assets.**

The asset register as at 31.3.20 was unanimously agreed.

**14. To review arrangements regarding insurance cover.**

It was noted insurance cover was held via Community Action Suffolk(CAS)with RSA. Whilst existing cover arrangements were correct in view of completion of the current Mendlesham Playingfield MUGA and WSA projects, a request to increase the overall limit from £350k to £500k from 1.6.20 had been made. CAS were currently seeking confirmation and premium amount from RSA.

*(Clerks note: The outstanding administration requirements with Mendlesham School/ John Milton Academy Trust and Zurich regarding the community centre/school insurance is still unresolved).*

**15. To review membership** of Suffolk Association of Local Councils, Community Action Suffolk , Suffolk Wildlife Trust, Suffolk Preservation Society and Fields in Trust.

Unanimously confirmed.

**16. To review complaints procedure and procedures** for handling requests made under the :

Freedom of Information Act 2000

Data Protection Act 1998.

General Data Protection Regulation ( GDPR) 2018

Unanimously confirmed.

**17. To review Council's policy for dealing with the press/media.**

Unanimously confirmed with no changes required. It was noted only the Chairperson could deal or delegate responsibility for speaking with the press/media on behalf of Parish Council, including as sole trustee for both charities.

**18. To review the Council's employment policies and procedures. It was noted** these were in place and reviewed 4.3.20 (mins page 1746/7 no 12).

**19. To review the Councils expenditure incurred under the general power of competence.** It was noted The Supporting Statement for the Accounts for the Year ending 31.3.20, details this expenditure which will be confirmed at the June 2020 meeting.

**20. To confirm meeting dates** for the remainder of 2020.

Parish Council meetings confirmed. Charity AGM virtual meetings agreed for 27.5.20.

Meeting closed at 7.20pm