

Hopton and Coton Parish Council

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Minutes of the Annual Council Meeting held on Wednesday 10th August 2022

Residents and Councillor Frances Beatty gave a vote of thanks to the outgoing Parish Clerk for her work since joining the Council and wished her well in her new role

22/01	Present:-
	Councillors Frances Beatty, June Brown-Bullivant, Paul Gilbert, Andrew Harp and Steve Spennewyn
	In Attendance:-
	Hannah Marr (Parish Clerk and Responsible Financial Officer)
22/02	To elect a Chair of the Parish Council
	It was resolved to elect Councillor Andrew Harp as Chair of the Parish Council
22/03	To elect a Vice Chair of the Parish Council
	It was resolved to elect Councillor Steve Spennewyn as Vice Chair of the Parish Council
22/04	To receive apologies for absence
	The were no apologies for absence
22/05	To receive Acceptance of Office and Declarations of Interest from new Councillors appointed to the Council
	Councillors Beatty, Harp and Spennewyn signed their Acceptance of Office and registered their Declarations of Interest
22/06	Public Participation
	Residents raised concerns relating to a number of issues across the parish which were answered by Members
22/07	To confirm the minutes of the previous meeting
	The minutes were approved
22/08	To consider, review and approve the Council's Financial Regulations, Standing Orders and Standing Orders for Contracts
	The Council's Financial Regulations, Standing Orders and Standing Orders for Contracts were approved
22/09	To confirm the Council's adoption of the Councillors Code of Conduct
	The Council's adoption of the Councillor Code of Conduct was confirmed
22/10	To confirm the Council's adoption of the Member – Officer Protocol
	The Council's adoption of the Member – Officer Protocol was confirmed
22/11	To confirm the Council's adoption of the Employee Handbook and Employment and Grievance Policy
	The Council's adoption of the Employee Handbook and Employment and Grievance Policy was confirmed
22/12	To confirm the Council's adoption of the General Power of Competence (GPoC) until the next election
	The Council's adoption of the General Power of Competence was confirmed

22/13	To consider the adoption of the following policies:-
	<ul style="list-style-type: none"> • Co-option Policy • Pension Discretion Policy • Complaints Policy • Equal Opportunities and Diversity Policy • Environment Policy • Document Management Policy • Publications Scheme • Quality Policy • Training and Development Policy • Internet, Email and Social Media Policy • Risk Management Scheme • Scheme of Delegation • Information Security Policy • Information and Data Protection Policy
	It was resolved to adopt all the policies
22/14	To review, consider and approve matters related to:-
	<ul style="list-style-type: none"> • Provision of insurance • Affiliation to the Staffordshire Parish Councils Association (SPCA) • Membership to the Society of Local Council Clerks (SLCC) • Members to Support Staffordshire • Membership to the Information Commissioners Office (ICO)
	All items were reviewed and approved
22/15	To review and note the Year End Accounts for the financial year 2021 / 2022
	The Year End Accounts for the financial year 2021 / 2022 were noted
22/16	To consider matters related to the Internal Audit Report for the financial year 2021 / 2022
	Members reviewed the Internal Auditor Report compiled by JDH Business Services Ltd and noted the comments
	Councillor Beatty raised a vote of thanks to the Clerk for the work which has been carried out and for the measures which have been put in place to ensure the Council is compliant
22/17	To consider, approve and authorise the signing of the Annual Governance Statement and Accountability Return (AGAR) for the financial year 2021 / 2022
	The AGAR was reviewed and it was resolved to approve and sign the documents
22/18	To review, consider and approve matters related to external support services:-
	<ul style="list-style-type: none"> • To approve Bradley Accountancy Practice Ltd for payroll services • To approve JDH Business Services as the Internal Auditor • To approve Scribe for financial support services • To approve NetWise to provide website and email services • To approve NGL Technology for ICT software
	All external support services were reviewed and it was resolved that they be approved
22/19	To consider a resolution to authorise adding new Councillors to the Councils bank accounts
	It was resolved that the Chair and Vice Chair be added to the Councils bank accounts as authorised signatories
22/20	To review and approve Standing Orders, Direct Debits and regular payments as required
	All regular payments were reviewed and it was approved that they continue

22/21	To consider matters related to appointing the Information Governance Unit (IGU) at Staffordshire County Council to oversee information governance on behalf of the Council
	It was resolved that the Information Governance Unit be appointed to oversee governance on behalf of the Council
	A request will be made to the Information Governance Unit to carry out an initial GAP Analysis which will then be brought back to a future meeting of Council for further discussion
	Concerns were raised by residents and Members of the Council that Councillor Gilbert had been video recording the meeting without consulting those present at the meeting
	Further clarification on GDPR compliance and recording of meetings will be sort and will be discussed at a future meeting of Council
22/22	To note the year to date financial position of Council
	The Council's year to date financial position was noted
22/23	To consider the approval of payments
	Payments were approved totalling:- <ul style="list-style-type: none"> • Net: £2,345.22 • Gross: £2,351.54
	It was noted that the payment for the Planning Consultant fees was procured and authorised by Councillor Gilbert outside of Financial Regulations and without consultation with the Responsible Financial Officer
	The meeting closed at 7.59pm