

# Fenny Compton Parish Council

Minutes of the Annual Meeting Of Fenny Compton Parish Council Held at Fenny Compton Village Hall, Fenny Compton on Monday 20<sup>th</sup> May 2024 At 7.45pm

**PRESENT:** Parish Councillors: Jon Dutton in the Chair, Emma Briscoe, Martin Birch, David Johnson, Sam Parkes and Roly Whear

**IN ATTENDANCE:** Parish Clerk Lydia Cox and District Councillor Natalie Gist

**2024\_AM\_05\_1. Election of Chairman and to receive their Declaration of Acceptance of Office:**

Councillor Briscoe proposed Jon Dutton for the role of Chairman, this was seconded by Councillor Whear and unanimously agreed by the Parish Council. Jon Dutton then duly signed the Chairman's Declaration of Acceptance of Office Form

**2024\_AM\_05\_2. Acceptance of Apologies for Absence:** County Councillor Christopher Kettle

**2024\_AM\_05\_3. Declaration of Interests:** None

**2024\_AM\_05\_4. Dispensations:** None

**2024\_AM\_05\_5. Election of Vice-Chairman:** The Council unanimously agreed that Councillor Parkes would continue as Vice-Chair

**2024\_AM\_05\_6. Acceptance of Minutes of Last Annual Parish Council Meeting:** The minutes to the last Annual Parish Council meeting were approved at the Ordinary meeting on the 19<sup>th</sup> June 2023

**2024\_AM\_05\_7. Review of delegation arrangements to sub-committees, employees and other local authorities:** The parish council currently have a sub-committee for the upgrade of the play area and sports pavilion. Current members are Jon Dutton, Sam Parkes, Martin Birch, Roly Whear and Emma Briscoe

**2024\_AM\_05\_8. Review terms of reference for committees:** Circulated and agreed by councillors

**2024\_AM\_05\_9. Receipts of nominations to existing committees:** No change

**2024\_AM\_05\_10. Appointment of any new committees, confirm terms of reference, numbers and receipt of nominations:** None

**2024\_AM\_05\_11. Review Standing Orders (including Co-Option Procedures), Financial Regulations and bank signatories:** The Parish Council previously reviewed and updated the current Standing Orders and Financial Regulations and approved them at the September 2023 Ordinary Meeting. They will be reviewed annually as part of the ongoing annual process. Councillors reviewed the Co-Option Procedures decided to make a slight update regarding meeting attendance

Current bank signatories are Jon Dutton, Sam Parkes and Emma Briscoe

**2024\_AM\_05\_12. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities:** None

**2024\_AM\_05\_13. Review of representation on or work with external bodies and arrangements for reporting back:** Councillor Whear will continue to represent the Parish Council on the Allotments Committee and will report back as necessary

**2024\_AM\_05\_14. Review of inventory of land and assets including buildings and office equipment:** The Fixed Asset Register was reviewed and approved as part of the audit process

**2024\_AM\_05\_15. Review and confirmation of arrangements for insurance cover in respect of all insured risks:** The current three-year insurance deal will come to an end this month. Councillors will review options for a new policy at the Ordinary meeting

**2024\_AM\_05\_16. Review of the Council's and/or employees' memberships of other bodies:** The membership to WALC was renewed in April 2024 and ICO was renewed in November 2023

**2024\_AM\_05\_17. Establishing or reviewing the Council's complaints procedure:** This was amended and approved at the July 2023 Ordinary meeting but will be reviewed annually

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**2024\_AM\_05\_18. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998:** This is detailed in the Standing Orders, and a checklist is available on the website and was updated in March 2023

**2024\_AM\_05\_19. Establishing or reviewing the Council's policy for dealing with the press/media:** This was amended and approved at the September 2023 Ordinary meeting but will be reviewed annually

**2024\_AM\_05\_20. To remind councillors to update their Notice of Registrable Interests:** Done

**2024\_AM\_05\_21. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead: January:** The diary dates for 2024 were agreed in the November 2023 Ordinary meeting, and distributed by the Clerk and displayed on the Parish Council website

The meeting closed at 19.50