

## AYLBURTON PARISH COUNCIL

**Minutes of the Annual Council Meeting held on Tuesday 17<sup>th</sup> May 2022, directly following the Annual Parish Assembly at 7.00 pm at Aylburton Methodist Community Rooms**

**PARTICIPATING:**

Cllr Mark Topping (Vice Chair)  
 Cllr David Bayliss  
 Cllr Andrew Blamey  
 Cllr Claire Shirley  
 Cllr Fiona Dean (co-opted in item 3)  
 Cllr Ray Woodward (co-opted in item 3)

**ATTENDING:**

Meg Humphries (Clerk)

The meeting opened at 7.48 pm (directly after the Annual Parish Assembly)

No/ Ref	Item/Notes	Action
<b>ACM01. 22/23</b>	<b>1. To receive any apologies for absence.</b> Apologies received from Cllrs Evans; accepted.	
<b>ACM02. 22/23</b>	<b>2. Election of the Chairman and Vice-Chair for 2022-23.</b> <ul style="list-style-type: none"> <li>• Cllr Blamey proposed that Cllr Topping be elected as Chairman for 2022/23. Cllr Shirley seconded this and it was carried unanimously.</li> <li>• Cllr Topping proposed that Cllr Evans be elected as Vice Chair for 2022/23. This was seconded by Cllr Blamey and carried unanimously.</li> </ul>	
<b>ACM03. 22/23</b>	<b>3. To co-opt two new members following the resignation of Cllrs Harrison and Lord.</b> <ul style="list-style-type: none"> <li>• Two applications had been received for the vacancies – from Fiona Dean and Ray Woodward.</li> <li>• Cllr Topping proposed that Fiona Dean be co-opted as a councillor. Cllr Shirley seconded this and it was carried unanimously.</li> <li>• Cllr Topping proposed that Ray Woodward be co-opted as a councillor. Cllr Blamey seconded this and it was carried unanimously.</li> <li>• Cllrs Dean and Woodward completed and returned their Acceptance of Office forms.</li> </ul>	
<b>ACM04 22/23</b>	<b>4. Delivery by the Chairman/Vice Chairman of their acceptance of office forms.</b>	
<b>ACM05. 22/23</b>	<b>5. To approve the minutes of the 2021 Annual Council Meeting.</b> Approved; signed by Cllr Blamey.	
<b>ACM06. 22/23</b>	<b>6. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities.</b> The arrangements were noted, and agreed as fit for purpose for the year ahead.	
<b>ACM07. 22/23</b>	<b>7. To review representation on or work with external bodies and arrangements for reporting back.</b> Noted. Road Safety Group: It was noted that the Road Safety Group was not currently meeting, but many parishioners were active as part of the action group.	
<b>ACM08. 22/23</b>	<b>8. To review the Asset Register.</b> Noted. Clerk to consult GAPTC about increasing replacement values in line with inflation/current prices.	<b>MH</b>
<b>ACM09. 22/23</b>	<b>9. To review and confirm arrangements for insurance cover in respect of all insured risks.</b> The insurance arrangements were agreed upon as suited to the council's needs.	

<b>ACM10. 22/23</b>	<b>10. To review the Council's and/or employees' memberships of other bodies.</b> Noted and found to be fit for purpose.	
<b>ACM11. 22/23</b>	<b>11. To formally re-adopt the following council policies and documents</b> <b>a. Code of Conduct.</b> Re-adopted. <b>b. Complaints Policy.</b> Re-adopted. <b>c. Financial Regulations.</b> Re-adopted. <b>d. GDPR and Privacy Policy.</b> Re-adopted. <b>e. Health and Safety Policy.</b> Re-adopted. <b>f. Media Policy.</b> Re-adopted. <b>g. Memorial Safety Policy.</b> Re-adopted. <b>h. Risk Assessment.</b> Re-adopted. <b>i. Standing Orders.</b> Re-adopted.	
<b>ACM12. 22/23</b>	<b>12. To note the time and place of ordinary meetings of the Full Council for the year ahead.</b> Noted. Clerk to forward meeting dates to incoming councillors for information.	
<b>ACM13. 22/23</b>	<b>13. Future Annual Council Meeting Date: To be confirmed.</b> Noted.	

Meeting ended at 8.12 pm

Signed:..... Chairman                      Date:.....

DRAFT