

CORNFORTH PARISH COUNCIL ANNUAL GENERAL MEETING: **MAY 2021**

Notice is hereby given that the Annual General Meeting of Cornforth Parish Council will be held at the Community Centre, West Cornforth, at 7.00 pm on Friday 21st May 2021 when your attendance is requested. The agenda for the meeting is attached.

PLEASE NOTE

UNDER THE PROVISIONS OF THE OPENNESS OF LOCAL GOVERNMENT REGULATIONS 2014 MEMBERS ATTENDING THE MEETING NEED TO BE AWARE THAT THE PROCEEDINGS MAY BE THE SUBJECT OF PHOTOGRAPHY, FILMING, VIDEO AND/OR AUDIO RECORDING BY MEMBERS OF THE PUBLIC OR PRESS.

AGENDA

DUE TO THE PANDEMIC, COVID SECURE MEASURES WILL BE PUT IN PLACE TO ENSURE THAT THOSE WHO TAKE PART WILL BE KEPT SAFE. THIS WILL INCLUDE THE PROVISION OF HAND SANITISER, SOCIAL DISTANCING OF PARTICIPANTS AND A TRACK AND TRACE SYSTEM.

MEMBERS ARE ADVISED TO TAKE A LATERAL FLOW TEST 48 HOURS BEFORE THE MEETING.

THE PARISH COUNCIL IS ADVISED TO KEEP THE MEETING BRIEF AND TO DISCOURAGE THE ATTENDANCE OF NON ESSENTIAL PARTICIPANTS.

1. ELECTION OF A CHAIRMAN

To elect a Chairman of the Council for the 2021/22 Municipal Year. The Chairman will on appointment make a declaration of Acceptance of Office.

2. ELECTION OF A VICE CHAIRMAN

To elect a Vice Chairman of the Council for the 2021/22 Municipal Year.

3. INTRODUCTIONS AND APOLOGIES

The Chairman will introduce the Interim Parish Clerk and new Members of the Council. The Clerk will circulate the forms for The Declaration of Members Interests, to be completed by all Members within 28 days of election.

4. AUTHORISED SIGNATORIES

The Council's designated signatories for the purpose of signing cheques and issuing instructions to the Council's Bankers are as follows: Mr. R. A. Sunman, Dr. S. C. Drew, Mr. R. Poole, Mrs. P. Crathorne and Mrs J. Grafton. Councillors Dr. S. C. Drew and Mr. R. Poole have indicated their willingness to continue to act as a signatory. Mr. D. Snowball will replace Mr. R. A. Sunman as the counter-signatory and the new Council signatories will need to complete a form with personal details.

5. COMMITTEES

a) The Membership of Committees is currently as follows, and because of Covid Regulations have not altered since the 2019/20 Municipal Year.

- i) Allotment Committee: Mrs. P. Crathorne, Mrs. M. Walker, Mr. P. Metcalfe and Mr. R. Vaughan, plus the Chairman and Vice Chairman of the Council (ex-officio).
- ii) Recreation and Amenities Committee: Councillors Mrs. H. P. Drew, Mr. A. Hodgson, Mr. J. Grafton and Mrs. M. Walker and Mrs. S. Traynor, plus the Vice Chairman of the Council (ex-officio). Replacements are need for Mr. A. Hodgson and Mrs. S. Traynor.
- iii) Planning Committee: Chairman and Vice Chairman and Councillors Mr. R. Poole and Mr. M. Simpson. Following the resignation of Councillor M. Simpson a new appointment should be made.

Members' views are sought on the confirmation of or alteration to the membership arrangements.

6. REPRESENTATION ON OUTSIDE BODIES

Members are asked to consider representation on outside bodies for the 2021/22 Municipal Year. The current arrangements are as follows:

TITLE OF ORGANISATION	MEMBERSHIP
Cornforth Village Show	The Vice Chairman and Councillors Mr. J. Grafton and Mrs. M. Poole.
Tarmac Liaison Committee	The Chairman and Councillors Dr. S. C. Drew and Mrs. M. Walker.
Cornforth in Bloom	Councillor Mr. R. Vaughan.
The 4Together Partnership (AAP)	The Chairman is currently nominated.
Police and Community Together (PACT)	Councillor Dr. S. C. Drew

7. SCHEDULE OF COUNCIL MEETINGS – 2021/22 CYCLE

DATE	PURPOSE/NOTES
Friday 28 th May 2021	Parish Meeting
Friday 25 th June 2021	Meeting and Annual Return
Beyond this point the relaxation of Covid Regulations may permit the Council to meet in the Community Centre Lounge and revert to meeting on the second Monday in the month.	
Monday 12 th July 2021	
August recess	
Monday 13 th September 2021	
Monday 11 th October 2021	
Monday 8 th November 2021	
Monday 13 th December 2021	
Monday 10 th January 2022	
Monday 24 th January 2022	Budget Setting and precept
Monday 14 th February 2022	
Monday 14 th March 2022	
Monday 11 th April 2022	
Friday 20 th May 2022	Parish Meeting (provisional)

8. REVIEW AND ADOPTION OF POLICIES, PROCEDURES AND PROCESSES.

In addition to the above issues Members are required to review and adopt the following:

- i) To review and adopt Standing Orders and Financial Regulations. The Standing Orders were revised in 2021 to accommodate the Covid Regulations and both documents can now revert to that adopted in May 2019.
- ii) To review and adopt a Risk Management and Assessment Policy. This was last reviewed and adopted in May 2019. It remains unchanged and needs to be adopted ahead of the internal audit process.
- iii) To review and adopt a process for dealing with requests under the Freedom of Information Act 2000. The Council follows the guidelines laid down in the Act.
- iv) To review and adopt policies under the Data Protection Act. These were revised under the General Data Protection Regulations, which came into force on 25th May 2018.
- v) To review the Council's inventory of land and assets. This is carried out as part of the Annual Return process in June each year.
- vi) To consider insurance cover. This is carried out at the June meeting at the time of renewal.
- vii) To review and agree subscriptions to other bodies on behalf of the Council or its staff. This includes a Data Controller fee to the IOC under the new GDP Regulations and subscriptions to C.D.A.L.C. and The S.L.C.C.
- viii) To review and adopt the Council's policy on Parish Polls, which was adopted at the last AGM.

- ix) To review and adopt the Code of Conduct for Members which was last the subject of training and adoption in 2018.
- x) To review and approve the Parish Council's participation under the General Powers of Competence. This power, which allows qualifying Parish Councils to act in any way that an individual may do, came into effect in February 2012. The qualifying criteria are that at least two thirds of Members are elected and the Clerk holds a relevant level of training. The new Parish Council qualifies to use these powers and should it decide to adopt them, it would no longer need to use S137 of the Local Government Act to cover expenditure on Remembrance Sunday or to support Cornforth Partnership.

9. CO-OPTED MEMBERSHIP.

The full Cornforth Parish Council can comprise 15 Members. At present only eleven candidates have been returned unopposed. The Council needs to consider if it wishes to co-opt four further Members. If it so decides, it is recommended that it advertises its intention widely and undertakes due diligence on potential candidates. NALC provides a useful template to be signed by potential co-optees and can advise in this respect.

10. DECLARATIONS OF INTEREST.

Members are reminded that they must complete a declaration of pecuniary and other interests within 28 days. The form has been circulated with this agenda and members are advised to return it to the Parish Clerk (Mr. Snowball) as quickly as possible.

R. A. Sunman, Parish Clerk: 12th May 2021.

To all Members of the Parish Council