

Lawford Parish Council



Minutes of the **Annual Meeting of Lawford Parish Council held via Zoom on Monday 26 April 2021 at 7.00pm and was followed by an ordinary meeting of Full Council.**

Members of the public were welcome to attend and were asked to email for the link and password for the meeting, by 11am on the day of the meeting.

clerk@lawfordpc.org.uk

Clerk to the Council: **Mrs Peachey**

1/2021 Present

Councillors: C Guglielmi (Host) Adcock-Jones (Chair) Payne, V Guglielmi, Pretty, Barrett, Kinsmore, Miles, Thurlow and Newman Wright

Clerk: Mrs P Peachey

2/2021 Election of Chairman:

Following discussion Cllr V Guglielmi was duly elected Chairman for 2021/22 and signed the declaration of the Acceptance of Office whilst the Clerk observed via Zoom.

Proposed: Cllr Adcock-Jones **Seconded:** Cllr Kinsmore **Agreed**

3/2021 Apologies for Absence

District Councillor Coley and Cllr Woods

4/2021 Election of Vice Chairman

Following a proposal by Cllr C Guglielmi, Cllr Woods was duly elected Vice Chairman for 2021/22

Proposed: Cllr C Guglielmi **Seconded:** Cllr Adcock-Jones **Agreed**

5/2021 Councillors Information Pack

Councillors were emailed updates for their Information packs and requested to sign the declaration that Packs had been read in the last 12months and kept up to date. The declaration to be returned to the Clerk by Council meeting of 17 August 2021.

6/2021 Committees and Representatives

a) Review and adoption of committees Terms of Reference (*previously circulated for consideration*)

Proposed: Cllr Adcock-Jones **Seconded:** Cllr Pretty **Agreed**

b) Appointment of Officers to committees and Council

Committees:

<p><u>Public Realm</u> 6 Councillors (Certain Delegated Powers - Budget £37,000.00) Budget agreed 16.11.20 item 157/2020 (c)</p>	<ol style="list-style-type: none"> 1. Maggie Woods (Chair) 2. Val Guglielmi (Vice Chair) 3. Val Pretty 4. Dave Thurlow 5. Terry Barrett 6. Benjamin Newman Wright
<p><u>Administration</u> 6 Councillors <i>Chairman and Vice Chairman as for Council</i> Ref Personnel element: Chairman to initiate the independent Appeals Committee if required (Certain Delegated Powers)</p>	<ol style="list-style-type: none"> 1. Val Guglielmi (Chair) 2. Maggie woods (Vice Chair) 3. Carlo Guglielmi 4. Iain Miles 5. Mark Kinsmore 6. Steve Adcock-Jones
<p><u>Planning Committee</u> 5 Councillors (Certain Delegated Powers)</p>	<ol style="list-style-type: none"> 1. Iain Miles (Chair) 2. Maggie Woods (Vice Chair) 3. Benjamin Newman Wright 4. Dave Thurlow 5. Godfrey Payne

- Note:** a) Appeals Committee was abolished 2018
b) Administration and Public Realm to now have 6 members

Council's Representatives:

Leeches Educational Trust	Dave Thurlow & Godfrey Payne
Ogilvie Hall Management Committee	Val Pretty
Police Liaison	District Cllr Alan Coley (<i>Co-opted</i>)
Emergency Planning (Twice yearly)	District Cllr Alan Coley (<i>Co-opted</i>)
TDALC	Benjamin Newman Wright

Note: There will no longer be representatives for EALC or Health Matters

7/2021 Review of all Regulations, Procedures and Commitments

- a) Review and approve amended Payroll Policy
Proposed: Cllr Adcock Jones **Seconded:** Cllr Pretty **Agreed**
- b) Review and adoption of standing orders and financial regulations
- c) Review of inventory of land and assets including buildings and office equipment (Asset Register circulated for consideration).
- d) Review arrangements for insurance cover in respect of all insured risks
- e) Review of the council's subscriptions to other bodies circulated for consideration.
- f) Review of the council's complaints procedure
- g) Review of the council's policy for dealing with the press/media
- h) Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and all other Regulations, Policies

and Procedures.

B to H were reviewed and approved

Proposed: Cllr Guglielmi **Seconded:** Cllr Adcock-Jones **Agreed**

- i)* The proposed times/dates for meetings up to the next Annual Meeting of Full Council were agreed and *will be published on Council's noticeboard and Website*

Proposed: Cllr Adcock Jones **Seconded:** Cllr Miles **Agreed**

There being no further business the meeting closed at 7.30 pm.

Signature (Chairman):***Date:***