

TIPTREE PARISH COUNCIL



MINUTES OF ANNUAL GENERAL MEETING

The Annual General Meeting of the Tiptree Parish Council took place via Video Conference on Monday 1st June 2020 at 7.00pm.

Present via Video Conference: Cllrs

R Mannion (Chairman)	M Maund (Vice Chairman)
S Allen-Shepherd	C Bigg
D Coe	J Greenwood
N Mattinson	S Redgewell
R Smithson	D Webb
B Wood	

Also in attendance –the Clerk of the Council and the Deputy Clerk.

- 001/20 **Appointment of Chairman of the Council:** There was a single nomination for Cllr Mannion to remain as chairman. **This was properly proposed, seconded and unanimously approved.** *Cllr Mannion then signed the Acceptance of Office certificate.*
- 002/20 **Apologies for Absence:** – Cllr N Anderson provided apologies for absence.
- 003/20 **Declarations of Interest** – There were no declarations of interests
- 004/20 **Appointment of Vice- Chairman of the Council.** There was a single nomination for Cllr Maund to remain as vice- chairman. **This was properly proposed, seconded and unanimously approved.**
- 005/20 **Appointment of members to committee's:** Council reviewed the membership of all committees. It was proposed that membership remain “the same for all committees”. This was duly **proposed, seconded and unanimously agreed.**
- 006/20 **Annual Governance and Accountability Return (AGAR)**
- (i) **To receive the Internal Auditors report:** The Internal Auditors Report was reviewed. The comments on seeking an Internal audit of the Community Centre was noted. **Councillors resolved to receive and note the report.** The auditor’s comments on the clerks organised presentation of the audit were also noted by council.
 - (ii) **To Approve the Internal Governance Statement:** The document was read through item by item, and **Council approved each line item before agreeing unanimously to approve the statement and for the Chairman to sign the form.**

- (iii) **To Approve the Accounting Statement:** The figures were compared against the previous year and **Council resolved unanimously to approve the statement and for the Chairman to sign the form.**
- (iv) **To Approve the Commencement date for the Exercise of Public Rights:** Council noted the legal requirement and the dates suggested by the external Auditor. **It was resolved to accept the dates as provided by the External Auditor.**

007/20 **Renewal/Cessation of Edge Accounting Package** for Facilities Management: The Clerk talked through the options available to council, with *a recommendation that a 1 year renewal with Edge be approved, and that Council approve a free 3 month trial of HallMaster in early 2021.* Councillors queried the value of the RBS package, and then **resolved to follow the recommendation by unanimous vote.**


008/20 **Village Caretaker Vacancy:** The clerk provided a brief update on the candidate recommended for the role. With Council's approval, it was *recommended that the candidate be hired on 15 June 2020, and that he be contracted for 15 hours per week.* **Council resolved to accept the recommendation unanimously.**

009/20 **Head of Departments Communications:** The chairman sought clarification from all Councillors that they were happy with the Heads of Department (HoDs) acting as a decision-making entity with the clerk for the duration that the pandemic makes face to face meetings unfeasible. This was agreed by show of hands. The chairman then asked that all HoDs diligently view their email to ensure that vital communications are not compromised. This was agreed by all HoDs.

010/20 **Annual Appraisals:** The clerk reported that nearly all appraisals for staff had been completed (there was only 1 left to complete), and that a report would be made to the staffing committee when they are next able to meet in a face to face setting. It was **unanimously agreed to receive the verbal report from the clerk.**

011/20 **Bloor Homes Appeal:** Cllr Greenwood provided a comprehensive report on the various letters that have been sent to the Inspector, the Inspectorate and our Member of Parliament regarding the appeal from Bloor Homes. The verbal report stated the various grounds for dismissing the appeal. Cllrs were enthusiastic in their praise for Cllr Greenwood and the Neighbourhood Plan team in the resolute and detailed response to the appeal request. **It was resolved to receive and note the report.**

The Chairman then closed the meeting at 8.20pm.

Signed.......... Date 29/06/2020