

Bonby Parish Council

Minutes of the Parish Council Meeting

Minutes of the Annual Meeting of Bonby Parish Council held at 6.45pm on Tuesday 4th May 2021,
via the Zoom platform.

Present: Chair – Cllr Sarah Harriman.
Cllr Steve Roberts, Cllr Denise Peachey, , Cllr Catherine Bishop
Clerk – Holly Hanson

Public Participation

No members of the public were present.

APCM21/22 – 0501 Election of Chairman

- a) Cllr Harriman was unanimously elected as Chairman, and Declaration of Acceptance of Office was received by the Clerk.

APCM21/22 –0502 Apologies

- a) Cllr Nik Smith and Cllr Amanda Riley sent apologies.

APCM21/22 –0503 Declarations of Interest

- a) No declarations of interest were made by any member of the council in respect of the agenda items.

APCM21/22 – 0504 Election of Vice-Chairman

- a) Cllr Bishop unanimously elected as Vice Chairman, and Declaration of Acceptance of Office was received by the Clerk.

APCM21/22 – 0505 Internal Audit Report 2021/22

- a) Members received the Internal Audit Report for the 2021/22 year and noted the recommendations.

APCM21/22 -0506 Annual Governance Statement 2021/22

- a) Members considered the Annual Governance Statement.
b) Members unanimously approved the Governance Statement.
c) The Governance Statement was signed and dated by the Chair and Clerk.

APCM21/22 – 0507 Annual Accounting Statement 2021/22

- a) Members considered the Accounting Statement and Summary of Accounts.
b) Members unanimously approved the Accounting Statement and Summary of Accounts.
c) The Chair signed and dated the Accounting Statement and Summary of Accounts

APCM21/22 – 0508 To approve and sign the Certificate of Exemption for Smaller Authorities

The exemption certificate was unanimously approved and signed.

APCM21/22 – 0509 Election of Officers

- a) The following were unanimously elected represent the Parish Council at outside meetings and events:
i) Low Villages Forum – Cllr Harriman
ii) Police NATS committee representative – Cllr Peachey
b) Cllrs Smith, Bishop and Roberts will form the Personnel Committee.

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- i) Councillors reviewed and approved the Personnel Committee Terms of Reference
- c) Cllr Bishop will inspect the Gilman Trail, reporting findings to the Clerk monthly for action.

APCM21/22 – 0510 **Re-adoption of Code of Conduct and reminder of review of Register of Interests**

The Parish Council unanimously agreed the re-adoption of the Code of Conduct and reviewed and updated their Register of Interests.

APCM21/22 – 0511 **To approve the Internal Auditor for 2021/22**

The Parish Council unanimously approved Brian Brooks as Internal Auditor for 2021/22.

APCM21/22 – 0512 **Policies and Procedures**

- a) The Freedom of Information Policy was reviewed and approved.
- b) The Standing Orders were reviewed and approved.
- c) The Financial Regulations were reviewed and approved.
- d) The Member/Officer protocol was reviewed and approved.
- e) The Equality policy was reviewed and approved.
- f) The Grievance policy was reviewed and approved.
- g) The Risk Assessments were reviewed and approved.
- h) The Asset Register reviewed and approved.
- i) The Insurance Provision was reviewed and approved.

APCM21/22 – 0513 **Devolved Responsibility for Decision Making**

- a) Councillors discussed utilising its powers under the Local Government Act 1972, section 101, to devolve to the Clerk responsibility and authority to make decisions on any business of the Council.

Resolved – That responsibility and authority be devolved to the Clerk.

APCM21/22 – 0514 **Public Comment**

No members of the public attended.