

## MILTON MALSOR PARISH COUNCIL

**MINUTES** of the Annual Parish Council meeting held on Tuesday, 11<sup>th</sup> May 2021 immediately following the Annual Parish Meeting, in the Football Club, Collingtree Road.

**PRESENT:**

Mr Simon Jones, Chairman	Mrs Janet Winchester, Vice-Chairman
Mr Tom McManus	Mrs Brenda Jenks
Mr Neil Jagger	Mrs Katie Spruels
Ms Katie Marshall	Mr Edmund James
Mr Paul Heath	

1. **ELECTION OF CHAIRMAN** - There was only one nomination, **MR SIMON JONES**, proposed by Mrs B. Jenks & second by Ms K. Marshall.
2. **ELECTION OF VICE-CHAIRMAN** There was only one nomination, **Mrs Janet Winchester** proposed by Mr N. Jagger & seconded by Mrs K. Spruels.

Mr Simon Jones, The Chairman, welcomed everyone to the meeting reminding Councillors that meetings can now be recorded as long as they did not disturb the smooth running of the meeting.

3. **APOLOGIES:** None received
4. **DECLARATION OF INTERESTS** None
5. **MINUTES OF PREVIOUS MEETING**

These had been previously circulated and were duly proposed seconded and signed by the Chairman as a true record with spelling of Malzor Lane & missing comma on finance figures amended.

### 6. **PRIORITY MATTERS**

**FINANCE** – to consider, amend, adopt, & appoint the following:

<b>Bank Balances</b>	<b>Current A/C</b>	<b>£200.00</b>
	<b>Savings A/C</b>	<b>£24,398.36</b>
<b>Funds held in the savings a/c</b>	<b>a) Park Account</b>	<b>£9,709.62 + £5,000 = £14,709.62</b>
	<b>b) Rail Freight Account</b>	<b>£4,885.00 – no increase</b>
	<b>c) Reserve Fund</b>	<b>£8,000.00 + £2,500 = £10,500</b>
	<b>d) Future Parish Elections</b>	<b>£1,500.00 – no increase</b>

#### **Accounts to be paid:**

It was proposed, seconded & resolved to pay the following invoices:

Cheque No.	Payee	Information	Amount	VAT	Total
2404	HMRC	Clerk's PAYE	68.20		68.20

2405	Hawk Pest Control	Village Park rabbit cull	220.00		220.00
2406	Allseasons	Mowing	930.00	186.00	1,116.00
2407	E. ON	Lighting supply	201.36	10.07	211.43
2408	A. Addison (Clerk)	Salary & Expenses	273.34	56.58	329.92

Page: 151 / 21

- Amend, adopt & appoint the following:  
Standing Orders  
Responsible financial Officer (The Clerk)  
Parish Council Policies – to be reviewed during 2021/2022 financial year.  
Discrimination Policy, Complaints Procedure, Financial Regulations, Risk Management,  
Review & Scope of Internal Control.
- **Internal & External Audit**
  - a) All External Audit paperwork must be with PKF Littlejohn by July 2021.
  - b) Accounts to be agreed / adopted by PC at the June meeting.
- 7. **DELEGATED POWERS TO THE CLERK** – to determine open issues. Actions to be ratified by Councillors.

**To Note:**

- B. Sumpton has items belonging to the Parish Council needing storage space:
  - a) Gazebo – Ms K. Marshall
  - b) Hose – Mr N. Jagger
  - c) Rail Freight paperwork – personal items to be kept by Brian, remaining paperwork to be decided.
  - d) Farewell gift & card – Mrs J. Winchester to organise.
- Zoom ‘committee meeting’ to be arranged by the Chairman for 25<sup>th</sup> May.
- The Chairman thanked Mrs Winchester for Chairing the Council for a number of years and welcomed & congratulated the two new Councillors.

There being no further business, the Chairman closed the meeting at: 7.50 pm.

8. **DATE & TIME OF NEXT MEETING:** Tuesday, 8<sup>th</sup> June 2021, 7.30 pm  
**Notice of venue to be issued prior to meeting date.**

Signed: *Simon Jones*

Dated: **8<sup>th</sup> June 2021**