

**WELFORD-ON-AVON PARISH COUNCIL
MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 4th MAY 2021 at 7.00 p.m.**

For the health and well-being of our community, as a result of the Covid-19 crisis and following the instruction of the Prime Minister's address on 23rd March 2020, all Parish Council meetings will be held remotely until 6th May 2021. Welford on Avon Parish Council will be using Zoom software to facilitate the holding of meetings. All meetings will be recorded using the Zoom software.

In attendance: Clerk Mrs A Street,

Public: 0

1. Election of Chairman

As the outgoing Chairman, Cllr Carter took the Chair and asked for nominations for the position of Chairman. Cllr Hockaday proposed Cllr Carter as Chairman. This was seconded by Cllr Lake and after a vote, Cllr Carter was unanimously elected as Chairman.

2. Record of Members Present

Cllr S Carter, Cllr J Hockaday, Cllr M Lake, Cllr N Kennedy, Cllr D Jones, Cllr N Appleton

3. Apologies

None

4. Chairman's Declaration of Acceptance of Office

Cllr Carter signed the Declaration of Acceptance of Office which was witnessed by the Clerk. As the meeting was held remotely, the signed form will be given to the Clerk after the meeting for signing.

5. Election of Vice Chairman

The Chairman asked for nominations for the position of Vice Chairman. Cllr Carter proposed Cllr Hockaday as Vice Chairman. This was seconded by Cllr Jones and after a vote, Cllr Hockaday was unanimously elected as Vice Chairman. Cllr Hockaday signed the Declaration of Acceptance of Office which was witnessed by the Clerk. As the meeting was held remotely, the signed form will be given to the Clerk after the meeting for signing.

6. To appoint Members and Chairman of the Planning Committee, review Terms of Reference and Delegation Functions

It was agreed that all Parish Councillors would be appointed members of the Planning Committee.

Cllr Carter proposed that Cllr Hockaday be appointed as Chairman of the Committee. This was seconded by Cllr Lake and after a vote, Cllr Hockaday was unanimously elected as Chairman of the Planning Committee.

7. Reminder to Councillors to up-date Register of Members' Interests if necessary - acknowledged.

8. To appoint Representatives to sit on outside bodies

Welford Sports Club – Cllr S Carter
Millennium Trust – Cllr N Kennedy

9. To agree cheque signatories – 2 to sign rule

Cllr S Carter, Cllr J Hockaday, Cllr M Lake

10. To receive the Annual Statement of Finances 2020/21 and List of Assets owned by the Council – Approved.

The Clerk confirmed that the PC Accounts will be subject to internal audit w/c 10th May and will be presented for approval at the PC Meeting in June 2021.

They will then be submitted for external audit, the period for the exercise of public rights will then be announced during which time members of the public can arrange to inspect the accounts if they wish.

11. To agree to review Council's Standing Orders, Financial Regulations, Risk Assessment, Scheme of Delegation

Approved.

Action – Clerk to up-date Standing Orders and Financial Regulations this year

Meeting closed – 7.15 p.m.