

MINUTES – JPC ANNUAL PARISH MEETING



Here are the MINUTES recorded for the JPC Annual Parish Meeting held on zoom on Tuesday the 4th of May 2021.

7.00pm Public Question Time

There were two members of the public present. The Chair enquired whether anyone wished to address the meeting, no one offered to speak.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

MINUTES

Item 1.00

Election of the JPC Chair and to receive the Chair's Declaration of Acceptance.

The Clerk asked members of the council if they wished to nominate any member for the post of Chair. No nominations were received. **Resolved:** Cllr K Easton proposed that Cllr E Field be reaffirmed as Chair, seconded by Cllr T Woods, carried unanimously by all members present. The Clerk requested that the Chair sign an updated Acceptance of Office Declaration for the Parish records.

Item 2.00

Acceptance of apologies for absence

Resolved: An apology was received and noted from Cllr J Jones who was regrettably unable to attend the meeting.

Item 3.00

To receive declarations of Interest & Dispensations

Resolved: No declarations of interest or dispensations were received by the Clerk.

(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

Item 4.00

Election of the Vice Chair

No nominations were received. **Resolved:** Cllr K Easton proposed that Cllr A Okey be reaffirmed as Vice-Chair, seconded by Cllr J Kingsnorth, carried unanimously by all members present. The Clerk requested that the Vice Chair sign an updated Acceptance of Office Declaration for the Parish records.

Item 5.00

To receive and sign the Minutes of Last Annual Meeting – 18th of May 2020

RESOLVED: Cllr A Okey proposed that the minutes of the last Annual Meeting, held on the 18th of May 2020 were a true and accurate record of the proceedings, seconded by Cllr T Woods, carried in favour by all members present **at the meeting held on the 18th of May 2020.**

LGA 1972 Sch 12 para 41(1)

Item 6.00

To re-affirm dates and venues for the remainder of Council Meetings for 2021

RESOLVED: Chair confirmed that the published dates on the website were correct and not subject to change, she also confirmed that public meetings would one again be held in the **Memorial Hall**, Station Road, Henley, where adequate risk assessments/guidance for Covid safety would be in place.

Item 7.00

Election of Chairs for Planning and Finance Committees

The Clerk requested that ALL MEMBERS complete an updated Declaration of Acceptance of Office.

Planning: RESOLVED: Cllr A Okey proposed Cllr Greg White for the post of Chair of the JPC Planning Committee, seconded by Cllr T Woods, and carried unanimously by all members present.

Finance: RESOLVED: Cllr G White proposed Cllr J Kingsnorth for the post of Chair of the JPC Finance Committee, seconded by Cllr A Okey, and carried unanimously by all members present.

Item 8.00

Election of Task Leaders for Town Welfare, Infrastructure Projects, Green Spaces and Community Engagement [Parish Councillor's Responsibilities]

Town Welfare: RESOLVED: Cllr G White proposed Cllr A Okey for the post of Chair of Task Leader, Town Welfare, seconded by Cllr J Kingsnorth, and carried unanimously by all members present.

Infrastructure Projects: UNRESOLVED: Decision deferred until the next meeting on the 24th of May 2021.

Green Spaces: UNRESOLVED: Decision deferred until the next meeting on the 24th of May 2021.

Community Engagement [ex COMMUNICATIONS] RESOLVED, the Chair, Cllr Field proposed that the members reaffirm Cllr T Woods as Task Leader for Community Engagement, seconded by Cllr K Easton and carried unanimously in favour by all members present.

Item 11.00

Cheque Signatories

RESOLVED: Cllrs E Field and Kingsnorth, and the Clerk remain as cheque signatories and access to bank account details is to be arranged for Cllr Kingsnorth. Cllrs Field and Kingsnorth can use the JPC debit card in settlement of creditors invoices when appropriate, this will be added to the JPC Financial Regulations, along with other amendments specific to the JPC needs.

Item 12.00

To adopt new JPC Policies [Retracted from Handbook]

The Clerk sought confirmation in principle only, that the model forms presented were acceptable, subject to final adjustments to include expenditure limits and other protocols unique to the JPC.

12.1 10010-JPC FINANCE REGULATIONS

RESOLVED: The Chair highlighted the need under Section 2.00, paragraph 2.2, of the forgoing Financial Regulations, that on a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee]. The Chair proposed that the Vice Chair, Cllr Okey be appointed for this purpose, seconded by Cllr Kingsnorth, the motion carried unanimously by all members present.

12.2 10011-JPC CODE OF CONDUCT

RESOLVED: Cllr J Kingsnorth proposed that the JPC Code of Conduct was, in principle accepted by the members, seconded by Cllr J Clarke, the motion carried unanimously by all members present.

12.3 10012-JPC STANDING ORDERS

RESOLVED: Cllr A Okey proposed that the JPC Standing Orders was, in principle accepted by the members, seconded by Cllr K Easton, the motion carried unanimously by all members present.

12.4 10013-JPC PLANNING COMMITTEE TERMS OF REFERENCE

RESOLVED: Cllr J Kingsnorth proposed that the JPC Planning Committee ToR was, in principle accepted by the members, seconded by Cllr G White, the motion carried unanimously by all members present.

12.5 10014-ELECTIONS & CO-OPTIONS

RESOLVED: Cllr A Okey proposed that the JPC Elections and Co-options Policy, ToR was, in principle accepted by the members, seconded by Cllr G White, the motion carried unanimously by all members present.

12.6 10015-FINANCE COMMITTEE TERMS OF REFERENCE

RESOLVED: Cllr J Kingsnorth proposed that the JPC Planning Committee ToR was, in principle accepted by the members, seconded by Cllr K Easton, the motion carried unanimously by all members present. The Chair brought the Clerk's attention to Section 4.00 of the ToR. That it needed amending from 'planning' to 'finance' the Clerk noted this and would action the change.

Item 13.00

Accounts 2020-2021

To consider, and if appropriate, approve and sign off the JPC accounts for the past financial year and agree that such accounts form part of the Annual Return.

Cllr J Kingsnorth, asked that consideration be given to Item 15.00 before Item 13.00 as this needed to be considered before Item 13.00 can be resolved. All agreed to the movement.

Therefore- Item 15.00 – Cllr Kingsnorth explained the need for adequate reserves and that she felt those listed on the JPC balance sheet, posted on the finance section of the JPC website should remain as listed and held as operating reserves subject to a further review. **RESOLVED:** Cllr Kingsnorth proposed that the reserves listed on the balance sheet are acceptable for the needs of the JPC in this financial years, seconded by Cllr A Okey, and carried unanimously by all members present.

Accounts 2020-2021, Item 13.00 - **RESOLVED**, Cllr Kingsnorth proposed that the year-end accounts were acceptable to the members, seconded by Cllr Okey, carried unanimously by all members present.

Item 14.00

To receive and note the Internal Audit Report Dated March 21st, 2021

The Clerk explained that the IA report at this juncture was very comprehensive and that although the precept received by the JPC, although modest, pushed them into a much larger scope and that the rules and regulations applying to much larger councils had to be observed. He reiterated that the IA is a supportive role to the council and that the IA sought only to secure transparent and understandable performance by the members in terms of transparency and accountability. The Clerk stated that a copy of this report would be posted on the finance section of the JPC website.

Item 15.00

Provision and Movement of Reserves

Resolved under Item 13.00

Meeting ended at 7.50pm

Date of next meeting and venue: Monday 24th May at 7.00pm

Clerk's Note: These minutes follow the numerical designation of the appropriate agenda where Item numbers 9 & 10 were unintentionally omitted.

Signed

Date