



Dodderhill Parish Council

DRAFT Minutes of the First Meeting of DODDERHILL PARISH COUNCIL following an election
Tuesday 16th May 2023

Present: Cllrs R Addy, K Deane, N Edge, P Evans, D Griffin, J Harrigan, S Howarth,
A Joynes, L Joynes, A Keane, J Leah, D Mason, N O'Leary
Also present: County Cllr Tony Miller, District Cllr Nicola Morris Julia Tufnail, Clerk Via Zoom

MOPs 4

All Councillors signed their Declarations of Acceptance of Office & other relevant documentation prior to the commencement of the meeting.

The meeting started late due to technical issues with Zoom.

1. Cllr Sue Howarth was elected Chairman & signed the declaration of acceptance of office
2. Cllr Dale Mason was elected Vice-Chairman & signed the declaration of acceptance of office
3. Apologies for absence – District Councillors Rick Deller & Neil Franks
4. The Minutes of the last meeting held on 25/04/2023 were in dispute and deferred to the next meeting

Cllr Tony Miller welcomed elected councillors to the new council and outlined his role

5. **Finance Report**

- a. Approval of Direct Debit Payments & Account Transfer – deferred to the next meeting
- b. Approval of other Payments and confirmation of ongoing salary payments on the 12th of each month – deferred to the next meeting
- c. Acknowledgement of Receipts – deferred to the next meeting
- d. Approval of bank reconciliation for April & monthly budget position – deferred to the next meeting
- e. Approval of AGAR for year 2022-23 – Special motion requested by 2 councillors 28.4.23 – deferred to the next meeting
 1. Approval of Internal Auditors Report or appointment of Internal Auditor
 2. Approval of Annual Governance Statement for the year 2022-23
 3. Approval of Accounting Statements for the year 2022-23
 4. Approval of Bank Reconciliation as at 31.3.2023
 5. Confirmation of Inspection Dates – deferred to the next meeting

f. Cllrs Dale Mason, James Leah & the Chairman of the Finance Committee were appointed bank signatories

	RA	KD	NE	PE	DG	JH	SH	AJ	LJ	JL	DM	N O'L	AK
For		x	x	x	x	x	x	x	x	x	x	x	
Against													x
No Vote	x												

Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

6. Review of the terms of reference for committees & working parties – deferred to the next meeting
 - Staffing Committee
 - Allotments
7. Appointment of members to existing committees & working parties
 - Staffing Committee – Cllrs Sue Howarth, James Leah, Lorna Joynes, Dale Mason
 - Allotments Working Party – deferred to the next meeting
8. Appointment of any new committees in accordance with standing order 4;
 - IT Committee – Cllrs Jo Harrigan, Dale Mason, Karen Deane & Adam Joynes

- Finance Committee - Cllrs Edge, Evans, Dean & O'Leary
 - Other committees – deferred to the next meeting
9. Review and adoption of appropriate Standing Orders, Financial Regulations and Code of Conduct – deferred to the next meeting
 10. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses 3-year agreements with Smart Cut, CCTV, John Finch, Scribe, Lengthsman & Insurance. 5-year agreement with the footballers. – deferred to the next meeting, Clerk to ensure agreements available to all councillors securely via Sharepoint.
 11. Review of representation on or work with external bodies and arrangements for reporting back – Planning working party lead by District Cllr Rick Deller – deferred to the next meeting
 12. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future – deferred to the next meeting
 13. Review of inventory of land and other assets including buildings and office equipment – deferred to the next meeting
 14. Council agreed the arrangements for insurance cover in respect of all insurable risks, Year 2 of a 3-year deal with Hiscox Insurance, Renewal Invoice received £6,842.07 paid by monthly Direct Debit. Clerk to ensure insurance documents available to all councillors securely via Sharepoint.
 15. Review of the Council's and/or staff subscriptions to other bodies, ICO, WorcsCALC, SLCC, Scribe & Website provider, Microsoft 365 – deferred to the next meeting
 16. Review of the Council's complaints procedure – deferred to the next meeting
 17. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation and to re- confirm the appointment of Jeremy Aldous-Fountain as the Council's DPO – deferred to the next meeting
 18. Review of the Council's policy for dealing with the press/media – deferred to the next meeting
 19. Review of the Council's employment policies and procedures – deferred to the next meeting
 20. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 Baby Bank £2,600 March 2023 – deferred to the next meeting
 21. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council, usually the 3rd Tuesday in the month at 7.30pm – deferred to the next meeting
Date of next meeting only set at 20 June 2023.
 22. To appoint a Lead Councillor to each of the following areas of Council business – deferred to the next meeting
 - Finance
 - Highways
 - Assets & Insurance
 - Community Hall
 - Open Spaces
 - Footpaths
 - Risk
 - Data Protection & Freedom of Information
 - Planning
 - Notice Board
 - Parish Area Representation – Every Councillor to be allocated an area
 23. The Planning report from the working party lead by District Cllr Rick Deller– deferred to the next meeting

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