

Chair of the Council: Cllr Paul Robert

Parish Clerk: Lynn Cantlay

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**MINUTES OF THE ANNUAL ASSEMBLY MEETING
HELD VIRTUALLY VIA ZOOM ON TUESDAY 4TH MAY 2021**

Present: Cllrs P Roberts, E Durose, M Dean, R Ward, M Clayton, M Gibson

Apologies: Cllr A. Marshall

Members of the Public: Samantha Gallagher and Pratheesh Shanmuganathan

Item	Subject	Description
1	APOLOGIES	Cllr Marshall
2	ELECTION OF OFFICERS	<p>CHAIR - Cllr Durose proposed Cllr Roberts, seconded by Cllr Dean. All other Councillors voted in favour of the proposal and Cllr Roberts was duly elected and he accepted the position of Chair.</p> <p>VICE-CHAIR - Cllr Ward proposed Cllr Durose, seconded by Cllr Roberts. All other Councillors voted in favour of the proposal and Cllr Durose was duly elected and she accepted the position of Vice-Chair.</p> <p>MONITORING FINANCIAL OFFICER - Cllr Ward proposed Cllr Marshall, seconded by Cllr Dean. All other Councillors voted in favour of the proposal and Cllr Marshall was duly elected.</p>
3	MINUTES	<p>Minutes of the 2019 Annual Assembly were agreed as a true record and were signed at the June 2019 meeting.</p> <p>No Annual Assembly meeting was held in 2020 due to the Covid-19 pandemic</p>
4	ELECTION OF REPRESENTATIVES	<p>STAFFS MOORLANDS PARISH ASSEMBLY - Cllr Roberts to carry on being representatives and have the voting rights. The second representative to be any other Councillor. All Councillors are entitled to attend any meeting but only 2 official representatives can take part in any discussions with the others sitting in the Public Gallery.</p> <p>SCHOOL GOVERNOR (LEA) – Cllr Ward is currently the LA Governor at St Peters School and will remain so.</p> <p>St Filumenas – School had been contacted after the 2019 meeting regarding a Parish Council representative but no action was taken by the school. They have a new Head so Clerk to contact again regarding this. If they come back saying they are happy for this to happen then as agreed by all Councillors Cllr Clayton will take on the role.</p>

Minutes are draft until agreed and signed at the next meeting

Signed *P J Roberts (Chair)*

Date 5th July 2021

Item	Subject	Description
5	REVIEW OF INSURANCE COVER	The 3 rd year of the LTS 3-year agreement with current insurers(Zurich) we have until the end of the year to decide if we wish to extend the LTA for a further 2 years at the same premium rate. Review of items covered and these are in order.
6	REVIEW OF STANDING AND FINANCIAL ORDERS	Clerk reported Clauses had been added in June 2020 regarding holding of virtual meeting. These amendments were adopted by Council.
7	REVIEW OF RISK ASSESSMENT DOCUMENT	Clerk had reviewed the document and supplied copies to all Councillors prior to the meeting. No changes to the document were required.
8	REVIEW OF FIXED ASSET REGISTER	Clerk had reviewed and updated the register to include the noticeboard.
9	REVIEW OF ANY EXISTING AGREEMENTS	ST PETERS SCHOOL – rent to stay as is currently in force (£300.00 covering both pieces of land). It was agreed by all Councillors that this remains the same for 2021-22 but to be reviewed annual with the option of increasing the rent. Clerk reported that payment had been received for 2020-21 and will submit invoice for 2021-22
10	REVIEW OF COUNCIL POLICIES	Clerk had reviewed the document and supplied copies to all Councillors prior to the meeting. DATA PROTECTION POLICY – no changes required MEDIA RELATIONS POLICY – no changes required SOCIAL MEDIA POLICY – no changes required SAFEGUARDING POLICY - no changes required
11	MEETING DATES JUNE 2021 – MAY 2022	List of dates had been supplied to all Councillors prior to the meeting, dates were agreed but can be changed/amended is required.
12	BANK SIGNATORIE	
	CHAIRS REPORT	CLlr Roberts gave a brief Chairs report on the last 12 months and thanked all Councillors for their continued work. CLlr Durose thanked the Chair for his work with the Parish Council.
	MEETING CLOSED	7.15pm

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Signed *P.J. Roberts (Chair)*

Date 5th July 2021