

Chair of the Council: Cllr Paul Robert

Parish Clerk: Lynn Cantlay

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MINUTES OF THE ANNUAL ASSEMBLY MEETING HELD ON MONDAY 16th MAY 2022

Present: Cllrs P Roberts, E Durose, M Dean, A Marshall, M Gibson

Apologies: Cllr Ward and Clayton

Members of the Public: None

Item	Subject	Description
1	APOLOGIES	Cllr Ward and Clayton
2	ELECTION OF OFFICERS	<p>CHAIR - Cllr Dean proposed Cllr Roberts, seconded by Cllr Gibson. 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 Roberts proposed Cllr Marshall, seconded by Cllr Durose. All other Councillors voted in favour of the proposal and Cllr Marshall was duly elected and he accepted the position of Vice-Chair.</p> <p>MONITORING FINANCIAL OFFICER - Cllr Roberts 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	Minutes of the 2021 Annual Assembly were agreed as a true record and were signed at the June 2021 meeting.
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 – Clerk to contact to see what current position is regarding a PC representative.</p>
5	REVIEW OF INSURANCE COVER	The LTA 3-year agreement is ending with current insurers (Zurich) Decision made to remain with Zurich and to enter into a 5-year agreement. Clerk to review items covered on current policy prior to renewal date
6	REVIEW OF STANDING AND	Clerk had reviewed the document and no changes to the documents were required

Minutes are draft until agreed and signed at the next meeting

Signed *P R Roberts* (Chair)

Date 6th June 2022

Item	Subject	Description
	FINANCIAL ORDERS	
7	REVIEW OF RISK ASSESSMENT DOCUMENT	Clerk had reviewed the document and no changes to the document were required.
8	REVIEW OF FIXED ASSET REGISTER	Clerk had reviewed and no changes to the document were required.
9	REVIEW OF ANY EXISTING AGREEMENTS	ST PETERS SCHOOL – rent to stay as is currently in force (£300.00 covering both pieces of land). Updated agreement to cover both pieces of land was agreed and signed by both parties in February 2022. It was agreed by all Councillors that this remains the same for 2022-23 but to be reviewed annual with the option of increasing the rent. Clerk reported that payment had been received for 2021-22.
10	REVIEW OF COUNCIL POLICIES	Clerk had reviewed the following document :- 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 2022 – MAY 2023	List of dates had been supplied to all Councillors prior to the meeting, dates were agreed but can be changed/amended if required.
12	BANK SIGNATORIEs	These are Cllrs Roberts, Durose and Dean. The Clerk is also a signatory.
13	CHAIRS REPORT	Cllr Roberts gave a brief Chairs report on the last 12 months and thanked all Councillors for their continued work and thanked Cllr Durose for all the support she has given over the years she has been Vice Chair. Cllr Durose also thanked the Chair and the Parish Councillors for their support over the years.
	MEETING CLOSED	7.20pm

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Signed *J.R. Roberts* (Chair)

Date 6th June 2022