

## QUENINGTON PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF QUENINGTON PARISH COUNCIL HELD AT QUENINGTON VILLAGE HALL on Thursday 12<sup>th</sup> May 2022

**Present:** Cllr Michael Scott (Chairman), Cllr John Dooley, Cllr Don Downes, Cllr Janet Sallis,

**In attendance:** Penny Ibbotson (Clerk), District Cllr Ray Theodoulou

1. **Apologies for absence:** Cllr Mike Sayer, Cllr Ben Rambaut, County Cllr Dom Morris.
2. **Election of Officers:**

**Chairman:** Mike Scott was nominated by John Dooley and seconded by Don Downes. All were in favour.  
**Vice Chairman:** Don Downes was nominated by Mike Scott and seconded by Jan Sallis. All were in favour.  
**Finance Officer:** Jan Sallis was nominated by Don Downes and seconded by Mike Scott. All were in favour.
3. **Declarations of Acceptance of Office:** Declarations of Acceptance of Office for the Chairman and Vice Chairman were signed by Mike and Don respectively and witnessed by the Clerk.
4. **Register of Interest forms:** Councillors were reminded to advise CDC if there is a need to update their Register of Interest form.
5. **To approve the minutes of 13<sup>th</sup> May 2021 AGM:** The minutes were signed by the Chairman as a true and accurate record of the proceedings.
6. **To review and confirm Council Policy Documents:** NALC has updated the Standing Orders and the Financial Regulations should be the 2019 version. Revisions were circulated in advance of the meeting; these were accepted by all.  
The following policy documents were approved without amendment: Financial Standing Orders, Donations Policy, Risk Assessment, Code of Conduct, Publication Scheme, Complaints Policy, Data Protection, General Privacy Notice, Staff/Public Privacy Notice, Subject Access Request.
7. **To confirm that BACS payments can be made by the Clerk following approval of the Chairman, Vice Chair and Finance Officer:** It was agreed that this system of payments would continue to operate.
8. **To review Asset List:** No amendments were needed to the asset list at the moment but speedwatch cameras will need to be added in due course.
9. **To review and agree Insurance Cover:** QPC is currently in year 2 of a 3 year contract with BHIB. There is nothing to add to the policy at this stage

but as per the asset list, speedwatch cameras will need to be added when purchased. It was agreed to pay the renewal fee of £740.57.

**10. Dates of Meetings:** The following dates were agreed, all starting at 7.30pm:

Thursday 14<sup>th</sup> July 2022  
Thursday 8<sup>th</sup> September 2022  
Thursday 10<sup>th</sup> November 2022  
Thursday 12<sup>th</sup> January 2023  
Thursday 9<sup>th</sup> March 2023  
Thursday 11<sup>th</sup> May 2023 (AGM)

There being no further business, the meeting closed at 7.45pm

\_\_\_\_\_Chairman

\_\_\_\_\_Date