



Huntingfield Parish Council

Annual General Meeting Minutes

Minutes of the meeting 08/07/2020 held at the Hub, Huntingfield at 7.00 pm.

Councillors: Cllr. E. Watson Cllr. D. Burrows Cllr. D. Blackmore Cllr. J. Driver
Cllr. G. Newton

Also present: Clerk Karen Forster & 2 members of public

At the beginning of the meeting the Clerk read through the risk analysis and instructions regarding the Covid 19 emergency.

20/01 **Appointment of the Chairman**

The Clerk asked if there were any nominations for the appointment of a Chairman for 2020/21. **It was unanimously RESOLVED that Cllr. Emma Ward is appointed as Chairman for 2020/21.**

Cllr Ward thanked the Councillors for their support and signed the Acceptance of Office, which was witnessed by the Clerk.

20/02 **Appointment of the Clerk/RFO**

Karen Forster was confirmed as the Clerk/RFO.

20/03 **Apologies for Absence**

There were no apologies for absence. Cllr. David Burrows was not present.

20/04 **Appointment of the Vice Chairman**

It was unanimously RESOLVED that Cllr. David Blackmore is appointed as Vice-Chairman for 2020/21

20/05 **Appointment of Representatives**

In order to share the workload and also give members of the public a point of reference, **It was unanimously RESOLVED to appoint Councillors to be representatives for the following areas:**

The Hub – Cllr. Burrows

Transport & Highways – Cllr. Newton

SALC – Cllr. Driver

Planning – Cllr. Blackmore

Emergency Plan – All members of Council.

20/06 **Review and Adoption of the Standing Orders and Financial Regulations**

The Clerk presented the Standing Orders and the Financial Regulations. The FR's had a small amendment due to the Clerk now being allowed to authorise payments through the online system as picked up by the internal audit. **It was unanimously RESOLVED that the Standing Orders and Financial Regulations should be adopted.**

20/07 **Review of the Assets Register and Insurance Arrangements.**

It was unanimously RESOLVED that the assets register was accurate and that the Insurance arrangements were adequate.

20/08 **Approval of the Subscriptions**

It was unanimously RESOLVED that the Subscriptions to SALC and the ICO were appropriate and that the standing orders to ICO and CAS were accepted.

20/09 **Structure and Frequency of meetings**

It was unanimously RESOLVED that there should be no change to either the committee structure or the frequency of meetings. The dates for the meetings had been agreed at the previous meeting.

The Meeting closed at 7.10 pm.

Karen Forster
Clerk to Huntingfield Parish Council

Signed _____ Date _____