

# Chedburgh Parish Council

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## MINUTES

of a Meeting held electronically via Zoom on

**Tuesday 4<sup>th</sup> May 2021 at 6.30pm**

**Present:** Councillors: Sue Roberts (Chair), Jon Cardy, Michael Chester, Teresa Landymore and Margaret Rickard.

**In attendance:** Maximilian Clay (Clerk to the Council);  
1 Member of the public.

### **1. Election of Chair for 2021/22**

Cllr Sue Roberts was elected unanimously.

### **2. Election of Vice Chair for 2021/22**

Cllr Margaret Rickard was elected unanimously.

### **3. Signature of Acceptance of Office Forms**

Because of the constraints of electronic meeting, the newly elected Chair and Vice Chair undertook to sign Declarations of Acceptance of Office at the earliest opportunity after the meeting.

### **4. Apologies**

All Members were present and so there were no apologies.

### **5. Declarations of Interest**

- a. There were no declarations of Pecuniary Interest in matters on this agenda.
- b. There were no declarations of Other Disclosable Interest in matters on this agenda.

### **6. Minutes of the last meeting**

The minutes of the Meeting of the Parish Council held on 8<sup>th</sup> March 2021 were agreed to be a true record and the Chair was authorised to sign them as such.

### **7. Public Forum**

No matters were raised by members of the public.

### **8. Insurance for 2021/22**

After brief discussion it was agreed to accept a quotation arranged by BHIB, under a three year undertaking, as insurance arranged through our previous insurers seemed to have become unacceptably high.

### **9. Finance & Governance**

- a. The Council reviewed and approved the Financial Regulations with no changes.
- b. The Council reviewed and approved the Standing Orders with no changes.
- c. The Council reviewed and approved the Financial Risk/ Risk Management assessment.
- d. The Council reviewed and approved the the 2020/21 Accounts, including the end of year Bank Reconciliation and the Asset Register.
- e. The Council received and approved the Internal Auditor's Report.
- f. To Council considered and approved the Governance Statement at Part 2 Section 1 of the Annual Return and authorised the Chair to sign it on behalf of the Council.
- g. The Council considered the information provided at Part 2 Section 2 of the Annual Return and authorised the Chair to countersign it on behalf of the Council.

- h.** The Council considered the grounds for exemption from Limited Assurance Review and determined that the Council is exempt. Accordingly the Responsible Financial Officer and the Chair were authorised to sign the Certificate of Exemption.
- i.** The Council resolved to re-appoint Mrs Christine Fitzgerald as internal auditor for 2021/22.
- j.** The Council agreed the following dates for meetings for the 2021/22 session: 5<sup>th</sup> July 2021, 13<sup>th</sup> September 2021, 8<sup>th</sup> November 2021, 17<sup>th</sup> January 2022, 7<sup>th</sup> March 2022 and for the 2022 Annual Meeting: 9<sup>th</sup> May 2022. A further meeting, and the first physical meeting since lockdown, will be arranged as soon as Covid restrictions and venue(s) allow.
- k.** The schedule of receipts and payments was received by the Council and it was resolved to approve the schedule of payments.

**The meeting closed at 7.17pm.**

Signed as a true record by authority of the Council

Chair

Date