



HALLOW PARISH COUNCIL

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DRAFT Minutes of the Annual Meeting of Hallow Parish Council held on Monday June 1st 2020 on the virtual platform known as 'Zoom'.

PRESENT: P. Hayes; H. Kemshall; J. Rose; M. Silvester; L. Marson; District Councillor D. Clarke;

In Attendance: Anne Stark (Clerk & RFO)

Apologies: None

Cllr Hayes welcomed all to this, the first virtual meeting of the Parish Council – arranged in this format due to the current Covid-19 crisis preventing face to face meeting at this time.

PROPOSAL

It was Proposed by H. Kemshall and Seconded by L. Marson that:

Hallow Parish Council amends the Standing Orders 2017 to enable virtual meetings as required from the date of this meeting until further notice in accordance with Regulation (6) of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*

This was agreed unanimously

1. **Signature of Declaration of Acceptance of Office for Councillors**

Cllr Hayes explained that this information is held by the Monitoring Officer at MHDC and so there is no requirement for signatures at this time.

2. **Election of Chair and Vice Chair and signing of Declaration of Acceptance of Office**

Cllr Hayes explained that he would not be standing for the post of Chair this year and asked for nominations for the post of Chair. Cllr Silvester Proposed Cllr Kemshall and this was seconded by Cllr Rose and agreed unanimously.

Cllr Hayes then proclaimed H. Kemshall as Chair of Hallow Parish Council

Cllr Kemshall took the Chair and proposed Cllr Silvester as Vice Chair. This was seconded by Cllr Marson and agreed unanimously.

PROPOSAL – that Standing Orders be amended so as to allow Officers to sign their respective Declarations of Acceptance of Office at the earliest opportunity once Councillors are able to meet in person.

Cllr Kemshall then expressed a Vote of Thanks to Cllr Hayes for his work as Chair during the last two years. She also asked that a Vote of Thanks be recorded for Cllr Tunnicliffe and Cllr Lawrence who had resigned previously.

3. **To Consider any Apologies for Absence** – there were none.

4. **Cllr Kemshall** – in her capacity of Chair reminded members of their duty to ensure that they have each made a Declarations of interest and applications for Councillor Dispensations subject to the Localism Act 2011.

- a. Register of Interests: Councillors are reminded of the legal requirement to submit a new register of interest declaration to Malvern Hills District Council
 - b. To Declare any Disclosable Pecuniary Interests in items on the agenda and their nature
 - c. To declare any other Disclosable Interests in items on the agenda and their nature
- Failure to register or declare a Disclosable Interest may result in the commission of a criminal offence.



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5. Election of Representatives & Members Responsibilities

- Following advice from CALC, Cllr Kemshall suggested that this exercise be deferred until later in the year since it is customary and not obligatory.

This was agreed to by all.

- Scout Lease – following advice from CALC, Cllr Kemshall proposed that this matter be handled by the Clerk for the purposes of communication with lawyers and interested parties.
- Email decision making which has featured recently in communications should come to an end where possible with the exception being the need to communicate with a third party between meetings.

At this point Cllr Hayes tendered his resignation – effective immediately after this meeting.

Cllr Kemshall recommended that at the next Ordinary Meeting (June 8th 2020) there should be a proposal to amend standing Orders 2017 to ensure that the Chair is one of the Signatories to official documentation.

6. Risk Assessments Review and Risk Management Inspections

- a) Annual Review of the effectiveness of Risk Assessment Policies – to be discussed at a later date
- b) Risk assessment Schedule for 2020/21 – Cllr Kemshall proposed bringing this to the July Meeting.

7. Annual Return for the year ended March 31st 2020

PROPOSAL by Cllr Kemshall and Seconded by Cllr Silvester – that Members accept the nationally made decision to hold over all matters relating to the year end 2019/2020 until November 30th (adjusted nationally from September 30th) Councillors all agreed to this.

8. Documentation Review

- a) Financial Regulations
- b) Standing Orders
- c) Code of Conduct
- d) Transparency Code

PROPOSAL by Cllr Kemshall and Seconded by Cllr Marson - that all Members agree to hold over discussions until the earliest opportunity when Councillors are able to meet in person. Agreed unanimously

9. Cllr Kemshall proposed a Vote of Thanks to Cllr Hayes for his 4 years of service to Hallow Parish Council. She also thanked Cllr Debbie Tunnicliffe and Cllr Ian Lawrence for their service during the past year.

10. Meeting Schedule for the remainder of 2020/2021 fiscal year

July 14th; August 11th; September 8th ; October 13th ; November 10th ; December 8th January 12th ; February 9th ; March 4th 2021.

Venue – HALLOW C of E PRIMARY SCHOOL – unless otherwise dictated by the Covid-19 Crisis preventing the meetings in person in which case they will be held on a virtual platform.

11. Date of next Annual Parish Council Meeting

The next Annual Meeting of Hallow Parish Council will take place during March/early April 2021 – venue to be determined.