



Minutes of the Annual Meeting of the Parish Council

7:00 pm, Tuesday, 10 May 2022

Pillerton Priors Village Hall, Kineton Road, Pillerton Priors, CV35 0PJ.

Present

Cllr. William Forsyth (WF)

Cllr. Alec Hitchman (AH)

Cllr. Ian Brooks (IB)

Cllr. Catherine Hewson (CH)

Apologies

None

Public

Four members of the public

In attendance

Alana Collis, Clerk to the Council (AC)

1. Election of Chairman

It was **RESOLVED** to elect Cllr Hewson as Chairman.

2. Election of Vice Chairman

It was **RESOLVED** to elect Cllr Brooks as Vice Chairman.

3. Apologies

It was **RESOLVED** to accept the apologies received from County Councillor Izzi Seccombe.

4. Declarations of Interest

None

5. Dispensations

None

6. Councillor roles

It was **RESOLVED** to appoint councillor responsibilities as:

- a) Finance – Cllr Hitchman
- b) Governance – Cllr. Hewson
- c) Planning – Cllr. Brooks

7. Policies

A question was raised about the document retention policy and it was agreed that before old documentation was deleted, the decision to keep or destroy would be made jointly between a councillor and the Clerk. With this clarified, it was **RESOLVED** to adopt all the policies as listed:

- a) Code of Conduct – new document
- b) Standing Orders
- c) Financial regulations
- d) Scheme of Delegation
- e) Publication Scheme
- f) Pre-planning application discussions protocol
- g) Document retention and destruction policy
- h) Complaints procedure and form

The meeting closed at 19:15

Signed:

Date:

Chair