

# Charlton Musgrove Parish Council

Minutes of the **Annual Meeting of the Parish Council** held via 'Zoom'  
on Tuesday 4 May 2021

The meeting started at 7.32 pm

**In attendance:** R Bastable, B Izzard, A Sutton, S Moore, D Rochford, S Turk, R Kimber

**District Councillor:** Anna Groskop

**Parish Clerk:** Fran Hill

**Public Open Time:** No members of the public were in attendance.

The Clerk informed the meeting that the meeting was being recorded. The recording would be kept until the draft minutes were signed as a true record.

## **CMPC 04/01 ELECTION OF CHAIRMAN**

Cllr Bastable stood down as Chairman and was then re-elected as Chairman of Charlton Musgrove Parish Council.

**Proposed** Cllr Moore **Seconded** Cllr Rochford  
6-0-1 Cllr Bastable abstained

## **CMPC 04/02 DECLARATION OF OFFICE**

Cllr Bastable accepted the office and will sign the declaration of office physically and return it to the Clerk

## **CMPC 04/03 ELECTION OF VICE CHAIRMAN**

Cllr Sutton stood down as Vice-Chairman and was then re-elected as Vice-Chairman of Charlton Musgrove Parish Council.

**Proposed** Cllr Bastable **Seconded** Cllr Rochford  
6-0-1 Cllr Sutton abstained

## **CMPC 04/04 TO RECEIVE APOLOGIES FOR ABSENCE AND APPROVE THE REASONS GIVEN - None**

## **CMPC 04/05 DECLARATIONS OF INTEREST - NONE**

## **CMPC 04/06 COUNCILLOR REPORTS**

Cllr Sutton reported on the signpost and noticeboard projects carried out over the past year. She brought to the attention of the meeting that the sign at Roundhill will require additional attention in due course but she hopes to keep it effective for a while. Cllr Sutton also informed the meeting that Cllr Moore and herself did the monthly checks on the defib. This is going well. She thanked all Councillors for their help in particular rallying round in this year of Covid.

## **CMPC 04/07 COMMITTEE MEMBERSHIP**

### **I. Staffing Committee**

The proposal is for Cllr Moore, Cllr Sutton and Cllr Rochford to form the staffing committee

**Proposed** Cllr Bastable **Seconded** Cllr Izzard  
4-0-3 Cllrs Moore, Sutton and Rochford abstained

## **CMPC 04/08 COMMITTEE STRUCTURE AND TOR**

### **II. Staffing Committee:**

The proposal is to approve the TOR and Structure agreed at meeting on 19/01/21

**CMPC 04/09 POLICY REVIEW**

- III. **Standing Orders: to approve Standing Orders agreed at meeting on 3/11/20 and reviewed at the meeting on the 19/1/21**
- IV. **Financial Regulations: to approve Financial Regulations agreed at meeting 23/03/21**
- V. **Code of conduct: to approve the Code of Conduct agreed at meeting 23/03/21**

The proposal is to approve all the policies as they have recently been adopted.

**Proposed Cllr Turk Seconded Cllr Moore**

7-0-0

**CMPC 04/10 SPECIAL RESPONSIBILITIES**

- VI. **Payroll** The clerk reported that there was a delay in HMRC issuing the gateway ID so we can not register for payroll yet. PAYE would be paid in 2 month's time in a lump sum.

**CMPC 04/11 CALENDAR OF MEETINGS 21/22**

- VII. **18/5/21, 20/7/21, 21/9/21, 16/11/21, 18/1/22, 15/3/22**

The meeting dates were agreed as above. **The clerk** will send the list across to the Hall to book the dates.

These minutes will be ratified as a correct record on the Annual Meeting of the Parish Council to be held in May 2022.

The meeting closed at 19.48