**DRAFT MINUTES**

**SANDHURST PARISH COUNCIL**

**MINUTES OF THE MEETINGS OF THE ANNUAL COUNCIL MEETING AND ANNUAL PARISH COUNCIL MEETING HELD REMOTELY ON 4 MAY 2021**

**Annual Council Meeting Minutes**

**In attendance Cllr Davies,Wikins and Wood.**

**J. Robinson (Footpaths)**

**Clerk P.Langley**

1. **Election of Chair:- Cllr R. Davies was proposed by Cllr K.Wood and seconded by Cllr D. Wilkins. All agreed.**
2. **Apologies:- Cllr Elliott , Cllr Williams.**
3. **Election of Vice Chair :- Cllr. R. Elliott was proposed by Cllr Davies and seconded by Cllr Wilkins and Cllr Wood. All agreed.**
4. **Declaration of Members Interests and Acceptance of Office were signed.**
5. **No questions received from the Public.**

**The Chairman closed the Meeting at 7.47pm**

**Signature of Chair …………………. Date**

**Annual Parish Council Meeting Minutes**

**Chair Cllr R. Davies(RD)**

**Present Cllr D. Wilkins (DW). Cllr K.Wood (KW)**

**In attendance P. Langley (PL) – Clerk**

**John Robinson (Footpaths)**

**01.05.21 Chair Cllr Davies welcomed all to the Meeting.**

**02.05.21 Apologies – Cllr Elliott, Cllr Williams.**

**03.05.21 Requests for Dispensation or other Declarations of Members Interests – None declared**

**04.05.21 Minutes of the Previous Meeting held on 12 April.**

**These having been circulated were approved and would be signed subject to Covid 19 restrictions.**

**05.05.21 Matters Arising (not covered by an Agenda item). The Planning application 21/00191/FUL comments, submitted to Tewkesbury BC would be withdrawn due to a declaration of Members Interest which had come to light after the Meeting on 12 April.**

**06.05.21 Public Participation – None.**

**07.05.21 County Councillor Report - Not attending.**

**08.05.21 Borough Councillor Report – Apologies.**

**09.05.21 Finance Report - The accounts had been circulated and were agreed. Cheque 747 for Salary £152.99 agreed. Precept £6,500 had been banked and the account was showing a balance of £11058.93p.**

**10.05.21 Annual Governance and Accountability Return 2020/21.**

**10.1 Section 1 Annual Governance Statement. Approval given by Cllrs. Signed by Chairman and Clerk.**

**10.2 Section 2 Accounting Statement. Approval given and signed by Chairman.**

**10.3 Certificate of Exemption Part 2. Approved. Signed by Chairman and Clerk.**

**11.05.21 Parish Meetings. Face to Face Meeting would commence from 7 June in the Village Hall and an e mail has been sent to book the Hall along with dates for July and September.**

**12.05.21 Internal Audit. GAPTC would be contacted to arrange for an internal audit within the Terms of Reference 2020, for the year 2020 – 2021**. **All present agreed.**

**13.05.21 Review of Standing Orders June 2019. Any changes to the document would be undertaken by the Council and displayed on the website.**

**14.05.21 Review of Insurance Policy. An updated Policy would be displayed when the current policy ends.**

**15.05.21 Review of Risk Register. The Council would undertake a review and any changes would be updated.**

**16.05.21 Review of Financial Regulations June 18. A review would be undertaken, and any changes would be displayed.**

**17.05.21 Review Assets June 2020. Any changes would be made and displayed if required.**

**18. 05.21 Review Code of Conduct. This document will be updated.**

**19.05.21 Village Green / Recreation Ground. The cutting was a vast improvement with people walking around. A tidy up once a year would also benefit. The installation of the gate was still on going.**

**20.5.21 Footpath Report - The group, Sandhurst Rangers was in the early stages and working well. The kissing gate has been erected and the stile was due shortly.**

**21.05.21 Clerk Report – The audit was on going and the Chairman needed to sign certain documents to complete the process.**

**22.05.21 Correspondence – The dog bin location was still under consideration. The Chairman raised concerns about the way forward on the Footpath walks around Sandhurst. All agreed for a sign to be put on the Village Hall Notice Board to encourage walking on the footpath.**

**It was agreed to keep the Parish Council details on the Mineral and Waste Database Planning Policy.**

**23.05.21 Any other Business No items were listed.**

**24.05.21 Date /Time of Next Meeting - Monday 7 June at the Village Hall at 7.30pm.**

**The Chairman closed the Meeting at 8.40pm.**

 **Signature of Chair…………………………**

 **Date………………………………………**