

# Datchet Parish Council

## ANNUAL STATUTORY MEETING

### MINUTES OF THE ANNUAL STATUTORY MEETING OF DATCHET PARISH COUNCIL HELD VIRTUALLY BY ZOOM ON WEDNESDAY 5<sup>th</sup> MAY 2021 AT 7.06PM

Present: Cllrs Mrs L. O'Flynn, Mrs. M. Davies, Mrs P. Barnes-Taylor, I. Thompson, T. O'Flynn, A. Clemens, A. Corcoran, P. Bicknell, Mrs M. Fitzgerald, D. Buckley, E. Larcombe, I. Bacon, D. Loveridge, A. Verma (at 7:12pm)  
Mrs. K. Jones - Clerk to the Council, Ms Jiya Saeed - Assistant Clerk  
There were 3 members of the public present.

#### **ASM/1 ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL**

The Clerk called for nominations for the Office of Chairman.

It was proposed by Cllr T O' Flynn and seconded by Cllr Mrs M. Fitzgerald that Cllr Mrs. L O'Flynn be appointed Chairman of the Council for 2021/2022.

It was further proposed by Cllr E. Larcombe and seconded by Cllr P. Bicknell that Cllr D. Buckley be appointed Chairman of the Council for 2021/2022.

On being put to the vote there were 7 for Cllr Mrs L. Flynn and 6 for Cllr D. Buckley

**It was therefore declared that Cllr Mrs L. O'Flynn be appointed Chairman of the Parish Council for the ensuing Municipal year.**

#### **ASM/2 DECLARATION OF ACCEPTANCE OF CHAIRMAN'S OFFICE**

Having been duly elected, Cllr Mrs L.O Flynn accepted the Office of Chairman of the Parish Council and signed the Declaration of Acceptance of Office.

#### **ASM/3 APOLOGIES AND ANNOUNCEMENTS**

Apologies: Cllr G. Muir

Announcements: None

***Note:** Cllr A. Verma joined the meeting at this point making the total of councillors present 14.*

#### **ASM/4 ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL**

The Chairman called for the nominations for the Office of Vice-Chairman.

It was proposed by Cllr Mrs. P. Barnes Taylor and seconded by Cllr P. Bicknell that Cllr D. Buckley be appointed Vice-Chairman of the Council.

There were no other nominations.

On being put to the vote there were 14 for, 0 against and 0 abstaining.

**It was therefore declared that Cllr D, Buckley be appointed Vice-Chairman of the Parish Council for the ensuing Municipal year and the acceptance of the office was duly signed.**

#### **ASM/5 APPOINTMENT OF LEAD AND DEPUTY MEMBERS**

##### **Finance and Administration**

It was proposed by Cllr I. Thompson, seconded by Cllr A. Clemens that Cllr T. O' Flynn be appointed Lead Member for Finance and Administration for the ensuing Municipal Year.

It was further proposed by Cllr A. Corcoran and seconded by Cllr P. Bicknell that Cllr I. Bacon be the appointed Lead Member for the Finance and Administration for the ensuing municipal years.

On being put to the vote there were 11 for Cllr T. O'Flynn and 3 for Cllr I. Bacon.

**It was therefore declared that Cllr T. O' Flynn be appointed Lead Member of Finance and Administration for the ensuing municipal year.**

It was proposed by Cllr T. O'Flynn, seconded by Cllr D. Loveridge that Cllr A. Clemens be appointed Deputy Lead Member for Finance and Administration for the ensuing Municipal Year. It was further proposed by Cllr A. Corcoran and seconded by Cllr P. Bicknell that Cllr I. Bacon be appointed Deputy Lead Member for Finance and Administration for the ensuing municipal year.

On being put to the vote there were 11 for Cllr A. Clemens and 3 for Cllr I. Bacon.

**It was therefore declared that Cllr A. Clemens be appointed Deputy Lead Member of Finance and Administration for the ensuing municipal year.**

### **Grounds**

It was proposed by Cllr Mrs M. Davies, seconded by Cllr A. Clemens and **RESOLVED that Cllr I. Thompson be appointed Lead Member for Grounds for the ensuing Municipal Year**, there being no further nominations

The voting being 12 for, 1 against, and 1 abstaining.

It was proposed by Cllr I. Thompson, seconded by Cllr T. O' Flynn and **RESOLVED that Cllr D. Loveridge be appointed Deputy Lead Member for Grounds for the ensuing Municipal Year**, there being no further nominations.

The voting being 14 for, 0 against and 0 abstaining.

### **Highways & General Purposes**

Following discussions on this position it was proposed by Cllr A. Clemens, seconded by Cllr T.O' Flynn and **RESOLVED that Cllr D. Buckley be appointed Lead Member for Highways and General Purposes for the ensuing Municipal Year**, there being no further nominations.

The voting being 14 for, 0 against and 0 abstaining.

It was proposed by Cllr T. O'Flynn, seconded by Cllr D. Buckley and **RESOLVED that Cllr Mrs M. Fitzgerald be appointed Deputy Lead Member for Highways and General Purposes for the ensuing Municipal Year**, there being no further nominations.

The voting being 12 for, 1 against, and 1 abstaining.

### **Properties**

It was proposed by Cllr A. Corcoran, and seconded by Cllr A. Verma that Cllr P. Bicknell be appointed Lead Member for Properties for the ensuing Municipal Year.

It was further proposed Cllr I. Thompson and seconded by Cllr Mrs P. Barnes-Taylor that Mrs M. Davies be appointed Lead Member for properties for the ensuing municipal year.

On being put to the vote there were 5 for Cllr P. Bicknell and 9 for Cllr Mrs M. Davies.

**It was therefore declared that Cllr Mrs M. Davies be appointed Lead Member for Properties for the ensuing municipal year.**

It was proposed by Cllr A. Corcoran, and seconded by Cllr I. Bacon that Cllr P. Bicknell be appointed Deputy Lead Member for Properties for the ensuing Municipal Year.

It was further proposed by Cllr Mrs. M. Davies and seconded by Cllr T. O'Flynn that Cllr A. Verma be appointed Deputy Lead Member for properties for the ensuing Municipal Year.

On being put to the vote there were 4 for Cllr Bicknell and 10 for Cllr Verma.

**It was therefore declared that Cllr Verma be appointed Deputy Lead Member for Properties for the ensuing municipal year.**

### **Planning**

It was proposed by Cllr Mrs P. Barnes Taylor, seconded by Cllr T. O'Flynn and **RESOLVED that Cllr D. Buckley be appointed Lead Member for Planning for the ensuing Municipal Year**, there being no further nominations.

The voting being 14 for, 0 against, and 0 abstaining.

It was proposed by Cllr I Thompson, seconded by Cllr D. Buckley and **RESOLVED** that **Cllr Mrs. P. Barnes-Taylor be appointed Deputy Lead Member for Planning for the ensuing Municipal Year**, there being no further nominations.

The voting being 13 for, 1 against, and 0 abstaining.

### **Events**

It was proposed by Cllr Mrs P. Barnes-Taylor, seconded by Cllr T. O’Flynn and **RESOLVED** that **Cllr A. Corcoran be appointed Lead Member for Events for the ensuing Municipal Year**, there being no further nominations.

The voting being 13 for, 0 against, and 1 abstaining.

Following Discussions, it was proposed Cllr D. Buckley, seconded Cllr P. Barnes Taylor and **RESOLVED** that **Cllr A. Clemens be appointed Deputy Lead Member for Events**.

The voting being 14 for, 0 against, and 0 abstaining.

### **Flooding and Drainage**

It was proposed by Cllr Mrs P. Barnes Taylor, seconded by Cllr D. Loveridge and **RESOLVED** that **Cllr I. Thompson be appointed Lead Member for Flooding and Drainage for the ensuing Municipal Year**, there being no further nominations.

The voting being 13 for, 1 against, and 0 abstaining.

Following Discussions, it was proposed by Cllr I. Thompson, seconded by Cllr A. Clemens and **RESOLVED** that **Cllr D. Loveridge be appointed Deputy Lead Member for Flooding and Drainage**.

The voting being 13 for, 1 against, and 0 abstaining.

## **ASM/6 APPOINTMENT OF THE COUNCILS INDEPENDENT INTERNAL AUDITOR**

Following discussions, it was proposed by Cllr Buckley and seconded by Cllr T O’Flynn to continue with Auditing Solutions for 2021/22– **All in Favour**.

## **ASM/7 TO CONSIDER & APPROVE THE FOLLOWING DOCUMENTS**

- Risk Assessment and Management Documents – The revised documents as issued by the Clerk were **APPROVED AND ADOPTED. All in favour**.
- Asset Register – **APPROVED AND ADOPTED. All in favour**
- Code of Conduct – The Clerk advised members of the new RBWM Code of Conduct which they were just about to adopt. Following discussions, it was proposed by Cllr A. Corcoran, and seconded by Cllr P. Bicknell that Datchet Parish Council adopt the new RBWM Code of Conduct. **AGREED. All in favour**.
- Standing Orders & Financial Regulations, as revised in December 2020- **APPROVED AND ADOPTED. All in favour**
- Privacy Statement (required by GDPR) **APPROVED AND ADOPTED. All in favour**
- Equal Opportunities Policy **APPROVED AND ADOPTED. All in favour**
- Model Publication Scheme **APPROVED AND ADOPTED** subject to the clerk changing the 3<sup>rd</sup> page-class 4 report to say “now available on the website for Free” **All in favour**.
- Health and Safety Policy **APPROVED AND ADOPTED** subject to the clerk confirming the number of employees and making sure the council is Covid Compliant. **All in favour**.
- Volunteer Policy - **APPROVED AND ADOPTED. All in favour**
- Training and Development Policy – **APPROVED AND ADOPTED. All in favour**.

## **ASM/8 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

Following discussion including that these are now Appendix E in the new Standing Orders, it was agreed that the Clerk would circulate the list and it be brought back for approval at the June meeting of the Council.

**ASM/9 APPOINTMENT OF MEMBERS TO WORKING GROUPS**

Following discussions on the Working Groups it was agreed that the Clerk would circulate the list and it be brought back for approval at the June meeting of the Council.

**ASM/10 LIST OF APPROVED CHEQUE / INTERNET SIGNATORIES**

Cllr Mrs. L. O’Flynn -	Chairman (Internet & Cheque)
Cllr T. O’Flynn -	Lead Member for Finance and Administration (Internet & Cheque)
Cllr I. Thompson -	Lead Member for Flooding and Drainage and Lead Member for Grounds (Internet & Cheque)
Cllr Mrs M. Davies -	Lead Member for Properties (Internet & Cheque)
Cllr E. Larcombe	(Cheque)
The Clerk	(Cheque & Internet)

It was proposed Cllr D. Buckley, seconded by Cllr. O’Flynn, and **AGREED** that subject to the adding of Cllr. Buckley (Vice Chairman) and Cllr. Clemens (Deputy Lead Member Finance) to the approved list of Cheque/Internet Signatories, the above list be **APPROVED. All in favour.**

**ASM/11 SCHEDULE OF MEETINGS**

It was proposed by Cllr. D. Buckley, seconded by Cllr. A. Clemens and **AGREED** that subject to the meeting on the 14<sup>th</sup> June being moved to the 21<sup>st</sup> June, to be in line with the government ‘road map’ on coming out of Covid restrictions, the schedule for 2021/22 be **APPROVED. All in favour.**

THE MEETING CLOSED AT 8:15PM

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**CHAIRMAN**