

Datchet Parish Council

ANNUAL STATUTORY MEETING

MINUTES OF THE ANNUAL STATUTORY MEETING OF DATCHET PARISH COUNCIL HELD IN THE VILLAGE HALL ON WEDNESDAY 9th MAY 2022 AT 7.13PM

Present: Cllrs Mrs L. O’Flynn, Mrs. M. Davies, I. Thompson, T. O’Flynn, A. Clemens, P. Bicknell,
Mrs M. Fitzgerald, D. Buckley, E. Larcombe, I. Bacon, D. Loveridge, A. Verma (at 7:18pm)
Borough Councillor D. Cannon
Mrs. K. Jones - Clerk to the Council, Ms. Jiya H. Jilani - Assistant Clerk
There were 2 members of the public present.

ASM/1 ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL

The Chairman, Cllr. Mrs. L. O’Flynn announced that she would be standing down and called for nominations for the Office of Chairman.

It was **Proposed** by Cllr. I. Thompson and **Seconded** by Cllr. T. O’Flynn that Cllr. D. Buckley be appointed Chairman of the Council for 2022/2023.

There were no other nominations.

On being put to the vote there were 11 for, 0 against and 0 abstaining.

It was therefore declared that Cllr. D. Buckley 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. D. Buckley accepted the Office of Chairman of the Parish Council and signed the Declaration of Acceptance of Office.

Note: Cllr. A. Verma joined the meeting at this point making the total of councillors present 12

ASM/3 APOLOGIES AND ANNOUNCEMENTS

Apologies: None

Announcements: The Chairman informed members that the Assistant Clerk was leaving on the 22nd May. He wished her well and good luck and thanked her for everything she had done over the last 12 months.

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. T. O’Flynn and **Seconded** by Cllr. I. Thompson that Cllr. Mrs. L. O’Flynn be appointed Vice-Chairman of the Council.

There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining.

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

ASM/5 APPOINTMENT OF LEAD AND DEPUTY MEMBERS

Finance and Administration

It was **Proposed** by Cllr. T. O’Flynn, and **Seconded** by Cllr. I. Thompson that Cllr. Mrs. M. Davies be appointed Lead Member for Finance and Administration for the ensuing Municipal Year.

It was further **Proposed** by Cllr. P. Bicknell and **Seconded** by Cllr. A. Verma 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 10 for Cllr. Mrs. M. Davies and 2 for Cllr. I. Bacon.

It was therefore declared that Cllr. Mrs. M. Davies be appointed Lead Member of Finance and Administration for the ensuing municipal year.

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

On being put to the vote there were 4 for Cllr. I. Bacon and 7 for Cllr. T. O'Flynn with 1 abstaining.

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

Properties

It was **Proposed** by Cllr. Mrs. M. Davies, and **Seconded** by Cllr. A. Clemens that Cllr. D. Loveridge be appointed Lead Member for Properties for the ensuing Municipal Year.

There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining

It was therefore declared that Cllr. D. Loveridge be appointed Lead Member for Properties for the ensuing municipal year.

It was **Proposed** by Cllr. D. Loveridge, and **Seconded** by Cllr. Mrs. M. Davies that Cllr. A. Verma be appointed Deputy Lead Member for Properties for the ensuing Municipal Year.

There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining

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

Grounds

It was **Proposed** by Cllr. D. Loveridge, and **Seconded** by Cllr. A. Clemens that Cllr. I. Thompson be appointed Lead Member for Grounds for the ensuing Municipal Year.

There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining

It was therefore declared that Cllr. I. Thompson be appointed Lead Member for Grounds for the ensuing municipal year.

It was **Proposed** by Cllr. Mrs. M. Davies and **Seconded** by Cllr. D. Loveridge that Cllr. A. Clemens be appointed Deputy Lead Member for Grounds for the ensuing Municipal Year.

There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining.

It was therefore declared that Cllr. A. Clemens be appointed Deputy Lead Member for Grounds for the ensuing municipal year.

Planning

It was **Proposed** by Cllr. I. Thompson, and **Seconded** by Cllr. L. O’Flynn that Cllr. D. Buckley be appointed Lead Member for Planning for the ensuing Municipal Year, There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining

It was therefore declared that Cllr. D. Buckley be appointed Lead Member for Planning for the ensuing municipal year.

It was **Proposed** by Cllr. D. Loveridge, and **Seconded** by Cllr. A. Verma that Cllr. P. Bicknell be appointed Deputy Lead Member for Planning for the ensuing Municipal Year.

There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining.

It was therefore declared that Cllr. P. Bicknell be appointed Deputy Lead Member for Planning for the ensuing municipal year.

Highways & General Purposes

It was **Proposed** by Cllr. D. Buckley and **Seconded** by Cllr. D. Loveridge that Cllr. Mrs. L. O’Flynn be appointed Lead Member for Highways & General Purposes for the ensuing Municipal Year. There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining.

It was therefore declared that Cllr. Mrs. L. O’Flynn be appointed Lead Member for Highways & General Purposes for the ensuing municipal year.

It was **Proposed** by Cllr. L. O’Flynn, and **Seconded** by Cllr. Mrs. M. Davies that Cllr. Mrs. M. Fitzgerald be appointed Deputy Lead Member for Highways and General Purposes for the ensuing Municipal Year. There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining.

It was therefore declared that Cllr. Mrs. M. Fitzgerald be appointed Deputy Lead Member for Highways & General Purposes for the ensuing municipal year.

Flooding and Drainage

It was **Proposed** by Cllr. D. Loveridge, and **Seconded** by Cllr. A. Clemens that Cllr. I. Thompson be appointed Lead Member for Flooding and Drainage for the ensuing Municipal Year.

There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining.

It was therefore declared that Cllr. I. Thompson be appointed Lead Member for Flooding & Drainage for the ensuing municipal year.

It was **Proposed** by Cllr. P. Bicknell, and **Seconded** by Cllr. D. Loveridge that Cllr. A. Verma be appointed Deputy Lead Member for Flooding and Drainage. It was further **Proposed** by Cllr. D. Loveridge and **Seconded** by Cllr. Mrs. L. O’Flynn that Cllr. E. Larcombe be appointed Deputy Lead Member for Flooding and Drainage for the ensuing municipal year.

On being put to the vote there were 4 for Cllr. A. Verma and 6 for Cllr. E. Larcombe with 2 abstaining.

It was therefore declared that Cllr. E. Larcombe be appointed Deputy Lead Member for Flooding and Drainage for the ensuing municipal year.

Events

It was **Proposed** by Cllr. Mrs L. O’Flynn, and **Seconded** by Cllr. Mrs M. Davies that Cllr. A. Clemens be appointed Lead Member for Events for the ensuing Municipal Year.

There were no other nominations.

On being put to the vote there were 11 for, 0 against and 1 abstaining.

It was therefore declared that Cllr. A. Clemens be appointed Lead Member for Events for the ensuing municipal year.

It was **Proposed** Cllr. P. Bicknell, and **Seconded** Cllr. D. Loveridge that Cllr. A. Verma be appointed Deputy Lead Member for Events.

There were no other nominations.

On being put to the vote there were 12 for, 0 against and 0 abstaining.

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

ASM/6 APPOINTMENT OF THE COUNCILS INDEPENDENT INTERNAL AUDITOR

Following discussions, it was proposed by Cllr D. Loveridge and seconded by Cllr T O’Flynn to continue with Auditing Solutions for 2022/23– **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 – **APPROVED AND ADOPTED. 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**
- IOC Model Publication Scheme **APPROVED AND ADOPTED All in favour.**
- Health and Safety Policy **APPROVED AND ADOPTED All in favour.**
- Equal Rights Policy **APPROVED AND ADOPTED. 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 a replacement was need for the Public Rights of Way Group it was left that any members with further interest were to contact the office in this regard.

ASM/9 APPOINTMENT OF MEMBERS TO WORKING GROUPS

Following discussions on the Working Groups, including to remove members who had now left the council, the Chairman asked if any members were interested to join any of the groups. He said he would be looking at getting these moving again after 2 years lapse due to covid.

ASM/10 LIST OF APPROVED CHEQUE / INTERNET SIGNATORIES

The Chairman of the Parish Council	The Vice-Chairman of the Parish Council
The Lead Member for Finance	The Deputy Lead Member for Finance
The Lead Member for Grounds	Cllr E. Larcombe
The Lead Member for Properties	The Clerk

Cheques to be signed by the Clerk and any 2 approved signatories.

BACS to be authorised by the Clerk and 2 approved signatories.

The above list was **APPROVED. All in favour.**

ASM/11 SCHEDULE OF MEETINGS

It was proposed by Cllr. Mrs. l. O’Flynn, and seconded by Cllr. Mrs. m. Davies that the schedule of meetings for 2022/23 be **APPROVED. All in favour.**

THE MEETING CLOSED AT 7:56PM

CHAIRMAN