**MINUTES OF THE ANNUAL COUNCIL MEETING OF INGESTRE WITH TIXALL PARISH COUNCIL**

**on Tuesday, 4 May 2021, at 7.30pm (held via zoom)**

**Present**: Cllrs: Mr Malcolm Sindrey (Chairman), MrNicholas Bostock, Mrs Tric Parrott and Mrs Jane Tinniswood representing Tixall. Mrs Nicola Woodhouse and Mr David Lees representing Ingestre.

**40/21 Apologies:** Mrs Sue Haenelt (Vice Chairman).

**41/21 ELECTION OF CHAIRMAN**

**a.** Mr M Sindrey was unanimously elected as Chairman by all Cllrs present. Signing of the Acceptance of Office will be arranged by the Clerk.

**Action – Clerk**

**42/21 ELECTION OF VICE CHAIRMAN**

**a.** Cllr Sindrey proposed Mrs S Haenelt as Vice Chairman, all Cllrs present confirmed their agreement and Mrs Haenelt was unanimously elected as Vice Chairman. Signing of the Acceptance of Office will be arranged by the Clerk.

**Action - Clerk**

**43/21 DECLARATION OF OFFICE/DISCLOSABLE PECUNIARY INTERESTS FORMS**

**a.** Cllrs Lees, Bostock and Mrs Tinniswood confirmed no change to the previously completed forms. Cllr Sindrey presented an updated Disclosable Pecuniary Interests form and Cllr Mrs Woodhouse advised completion will be arranged and presented to the Clerk. Clerk to arrange for Cllr Mrs Haenelt to complete the Disclosable Pecuniary Interests Form. Clerk to provide all necessary updated forms to Stafford Borough Council.

**Action – Cllrs Mrs Haenelt, Mrs Woodhouse and Clerk**

**44/21 MINUTES OF 2019 ANNUAL COUNCIL MEETING**

**a.** The Minutes were accepted and will be signed as a correct record.

**45/21 HS2 WORKING PARTY AND RESOURCES COMMITTEE**

**a.** It was resolved to establish an HS2 Working Party and membership was agreed as follows: Cllrs Lees and Mrs Woodhouse. It was also resolved that Cllrs Mrs Haenelt, Mrs Woodhouse and the Clerk will progress the grant application for the Church organ. The Working Party will have no decision-making powers and must report all recommendations to full Council for information/approval, as necessary.

**b.** It was resolved to establish a Resources Committee and membership was agreed as follows: Cllrs Mrs Parrott and Mrs Tinniswood, who will support the Clerk in budget preparation. The Resources Committee will have no decision-making powers and must report all recommendations to full Council for information/approval, as necessary. The Committee will also be responsible for the annual Performance Review of the Clerk, which must be reported back to full Council.

**46/21 PARISH COUNCIL INSURANCE**

**a**. Quote received from Zurich was reviewed by all Cllrs present and accepted. It was resolved that the Clerk will arrange payment accordingly and report this to the next Parish Council meeting.

**b.** The Litter Picking and Grass Cutting Risk Assessment, as prepared by the Clerk, was reviewed by all Cllrs present. It was resolved to adopt this, subject to the removal of the requirement for the Parish Council to provide litter pickers with gloves, which the Clerk will arrange. Once the amendment has been made, the Clerk will add this to the Parish Council website.

**Action – Clerk**

**47/21 CODE OF CONDUCT**

**a.** The updated Code of Conduct was formally adopted by the Parish Council. It was resolved that the Clerk will arrange for this to be added to the Parish Council website.

**Action - Clerk**

**48/21 ANNUAL COUNCIL MEETING – 2022**

**a.** It was resolved that the date for the next Annual Council Meeting will be Wednesday, 11 May 2022.

Meeting closed at 7.41pm