



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY, 10 MAY 2022 AT KERESLEY COMMUNITY LIBRARY

Meeting opened: 7:25pm

Present: Cllrs Gudgeon, Dille, Fisher and Middleton, W/Cllrs Birdi and Jandu, 5 members of the public and the Clerk

Apologies: Cllr Proctor

1. Election of Chair

The Clerk asked for nominations for Chair for the forthcoming year. Cllr Gudgeon was proposed by Cllr Dille, seconded by Cllr Fisher, and duly elected.

The Chair signed a Declaration of Acceptance of Office of the Chair after the meeting.

2. Election of Vice-Chair

The Chair asked for nominations for Vice-Chair for the forthcoming year. Cllr Fisher was proposed by Cllr Gudgeon, seconded by Cllr Dille, and duly elected.

3. Minutes of the Annual Meeting of Keresley Parish Council, 4 May 2021

The minutes of the Annual Meeting of the Parish Council on 4 May 2021 were approved [Proposed: Cllr Fisher / Seconded: Cllr Gudgeon]

a. Matters arising:

- Clerk to check Codes of Conduct for all Councillors

4. Review of delegation arrangements to committees, sub-committees, staff and other local authorities

- Finance Committee – no change
- Personnel Committee – no change
- Planning Committee – no change
- Community Engagement Committee – no change

5. Review of the terms of reference for committees

- Finance Committee – no change
- Personnel Committee – no change
- Planning Committee – no change
- Community Engagement Committee

Cllr Dille proposed changing the name to Community Engagement & Environment Committee, which was approved unanimously.

Action 1: Clerk to amend Terms of Reference accordingly

6. Nominations & Election of Sub Committees, Committee Chairs & Representatives

- Finance Committee
Members confirmed as Cllrs Fisher and Gudgeon
- Personnel Committee
Members confirmed as Cllrs Fisher, Gudgeon and Proctor
- Planning Committee
Members confirmed as Cllrs Dille and Proctor. The Clerk pointed out that the Terms of Reference require three members on this Committee and Cllr Fisher joined

- d. Community Engagement & Environment Committee
Members confirmed as Cllrs Dille, Fisher and Proctor
- e. Coventry Area Committee
Members confirmed as Cllrs Fisher and Gudgeon
Cllr Dille asked about recruitment of non-Councillors to committees. Clerk advised that this is not possible for the Finance Committee, but other Committees could appoint. Must meet in-person for decision making purposes, with meetings advertised as per ordinary PC meetings. For table of Committee responsibilities, please see Appendix
- 7. **Review and adoption of appropriate Standing Orders and Financial Regulations** – no change
- 8. **Review and adoption of appropriate Code of Conduct** – no change
- 9. **Review of Asset and Risk**
- 10. Asset Register
Updated location of printer to Keresley Community Library
- 11. Risk Register – no change
- 12. **Confirmation of arrangements for insurance cover**
Quote from current provider unchanged – Clerk looking at alternative quotes, but current provider is cheapest
- 13. **Appointment of Internal Auditor**
- 14. John Plumb was approved as the new internal auditor [Proposed: Cllr Gudgeon / Seconded: Cllr Fisher]
- 15. **Date of Next Annual Meeting**
Tuesday, 9 May 2023

Meeting Closed: 7:37pm

Minutes Approved:

Signature: Cllr Gudgeon (Chair)

Date: 14/06/2022

Committees, their Chairs and Representatives

The representatives and Chairs of Committees of Keresley Parish Council, as elected at the Annual Meeting of the Parish Council on 10 May 2022, are as follows:

COMMITTEE, SUB COMMITTEE OR WORKING GROUP						
Councillor		Finance	Personnel	Planning	Community Engagement	Coventry Area
DILLE, Matthew				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
FISHER, Laura	Vice-Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GUDGEON, Tracy	Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
MIDDLETON, Tony						
PROCTOR, Nukey			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Vacancy						
Vacancy						

Review due: 9 May 2023