**Osmaston and Yeldersley Parish Council**

**Annual Meeting of the Council**

**7:30pm**

**Tuesday 4th May 2021 via Zoom**

**Minutes**

**In Attendance:**

Cllr Paul Cranstone, Cllr T John Hall, Cllr Yvonne Moseley, Cllr John Naylor, Cllr James Woodrow,

Apologies: Cllr Wright

Absent: Cllr Moseley

1. **Chair’s Report**

Cllr Hall read out his report to the Annual Meeting of the Parish Council.

See attached document – Chair’s Report 4th May 2021.

1. **Election of Chair**

Cllr Cranstone proposed Cllr T John Hall, seconded by Cllr Naylor. All Cllrs

approved.

1. **Election of Vice Chair**

Cllr Naylor proposed Cllr Millward, who declined. Cllrs agreed to hold the item over to the July Parish Council meeting.

1. **For Approval: Certificate of Exemption - Annual Return 2020 - 2021**

The Clerk read out the Certificate of Exemption. Cllrs approved signature of the Certificate by the Chair and Clerk.

The Clerk Fiona Raistrick signed the Certificate of Exemption at the meeting and will

send the copy to the Chair for their signature.

1. **For Approval: Annual Return 2020 - 202 - Section 1 - Annual Governance Statements**

Cllrs read through the Section 1, the Annual Governance statement and were in agreement that the statement was correct and approved signing of Section 1 by the Chair and Clerk.

The Clerk Fiona Raistrick signed Section 1 at the meeting and will send the copy to the

Chair for their signature.

1. **For Approval: Annual Return 2020 - 2021 - Section 2 - Accounting Statements**

Cllrs read through Section 2, the Accounting Statements, and were in agreement that the statement was correct and approved signing of Section 2 by the Chair and Clerk.

The Clerk Fiona Raistrick signed Section 2 at the meeting and will send the copy to the

Chair for their signature.

1. **For Information: Auditor’s Report 2020 - 2021**

The Internal Audit was conducted by Gillian Turner of Gillian Turner Accountancy Services. Cllrs had no comments or queries.

1. **Discussion & Approval of Statutory Documents**

The Standing Orders, Financial Regulations and the Asset Register were sent round to Cllrs with the Agenda, prior to the meeting.

* **Standing Orders 2021 - 2022**

It was noted by Cllr Hall that the requirement for a meeting to be quorate was

stated as five, it is in fact three. Otherwise Cllrs approved the Standing Orders

2021 – 2022.

*Action: Clerk to amend the SOs accordingly*

* **Financial Regulations 2021 - 2022**

Cllr Naylor proposed adopting the regulations. Cllrs agreed unanimously.

* **Fixed Asset Register**

It was noted that the bench is sited on Moor Lane, not Quilow Lane.

Cllr Cranstone checked that the defibrillator was working in April 2021, the bench is sound but needs painting and the bus stop is sound. All items are covered under street furniture on the Insurance Policy.

*Action: Clerk to amend the Fixed Asset Register accordingly*

*Action: Clerk to check the telephone kiosk and noticeboard*

* **Risk Assessment**

This item was tabled for the July meeting.

1. **BHIB Insurance Cover 2020 - 2021**

The Parish Council is entering the second year of a three year deal offered by BHIB at £304.47 per year, including tax. (This was revised, due to an error by BHIB, to £258.80 on 6th May 2021).

*Action: Clerk to add the certificate of Public Liability to the website*

1. **Meeting Dates 2021 - 2022**

It was agreed to discuss meeting dates, times and locations at the main parish council meeting due to the upcoming changes/proposed changes as a result of covid regulations.

**Meeting ended: 20:10pm**