

# Radway Parish Council

Parish Clerk: Helen Hide-Wright, 12 Meadow Way, Fenny Compton, Southam, Warwickshire, CV47 2WD. Tel: 07713 892835. www.radwayparishcouncil.com

## Minutes of Annual General Meeting of Radway Parish Council Thursday 19<sup>th</sup> May 2022 at Radway Village Hall.

The meeting commenced at 7.30pm

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**Present:** Cllr. Tim Smith Vincent, Cllr. Sophie Stephens, Cllr. Clare Rankin, Cllr. Penny Gardner, District Councillor John Feilding, County Councillor Chris Mills, Clerk: Helen Hide-Wright. One member of the public.

1. Election of Chairman and b. Vice Chairman.  
Cllr. Smith-Vincent was proposed for Chair. Proposed: Cllr. Rankin, seconded: Cllr. Gardner. unanimous.  
Cllr. Wilkins was proposed as Vice-Chair. Proposed: Cllr. Rankin, seconded: Cllr. Gardner. unanimous.  
Acceptance of Office forms were completed and counter signed by the Clerk.
2. Data Protection Officer, Data Protection Overseer. It was confirmed that the Clerk undertakes these roles. Proposed: Cllr. Smith-Vincent, seconded: Cllr. Gardner. Unanimous.
3. Declarations of Interest. The forms were completed by the Councillors.
4. Public Participation – A member of the public thanked the Council and Clerk for pursuing the issues about the hedge and tree, with Orbit Housing.
5. To receive apologies and reasons for absence: Cllr. Wilkins (away). The apologies were accepted by the Council.
6. Acceptance of minutes dated 6 May 2021. Proposed: Cllr. Rankin, Seconded: Cllr. Stephens, unanimous. Sign and dated by Cllr. Smith-Vincent.
7. Matters arising from the minutes of the last Annual Meeting: None.
8. Finances.
  - a. RFO certification of accounts: Properly representing receipts and payments 2021-22 financial year. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous.
  - b. Approval of RPC Statement of Accounts 2021-22. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous.
  - c. Signing and dating of RPC Account Statement. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous. Signed and dated by Cllr. Smith-Vincent.
  - d. Approval of Fixed Assets Register 2021-22 Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous.
  - e. Audit: Annual Governance Statement 2021-22: Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous. Signed and dated by Cllr. Smith-Vincent and the Clerk.
  - f. Audit: Accounting Statement 2021-21 Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous. Signed and dated by Cllr. Smith-Vincent and the Clerk.

- g. Internal Audit Report 2021-22. The report has not yet been received. The internal auditor, Trevor Gill confirmed that the internal audit has concluded and that it was “a clean audit.”
- 9. Annual Review and formal adoption of:
  - a. The Emergency Plan
  - b. The Non-Financial Standing Orders
  - c. The Councillor’s Code of Conduct
  - d. Banking Standing Orders and variable amount Direct Debits: Information Commissioner’s Office, Clerk, Warwickshire Pension Fund, Npower, HMRC NDDS.  
Items 9a-9d. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous.

10. Charities Reports None.

11. Meeting Dates 2022: *14 July, 15 September, 17 November*

The Annual Parish Assembly Meeting will be held on 1st June 2022 at Radway Village Hall, commencing at 7.30pm.

The meeting closed at 7.44pm.