



MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
HELD Online using ZOOM secure video conference
ON THURSDAY 14 MAY 2020 AT 8.15PM

Cllr Gallagher - in the Chair

Ryan Bennett – Clerk to the Council
Amanda Gardiner – Administrative Assistant

AGM156/20 **Election of Chairman**

It was proposed by Cllr Mitchell and seconded by Cllr Benner that Cllr Gallagher be nominated Chairman for the year 2020/2021. There were no other nominations.

Resolved:

- That Cllr Gallagher is elected Chairman of Croxley Green Parish Council for the year 2020-2021.

AGM157/20 **Acceptance of Office**

Cllr Gallagher accepted the Chairmanship and then duly signed the Declaration of Acceptance of Office which was countersigned by the Clerk.

AGM158/20 **To Record Those Present and Apologies for Absence**

Present: Cllrs Benner, Birch, Cole, Gallagher, Hughes, Jacob, Mitchell, Montague, Taylor, Tobin, Vassiliou, Walker, Wallington & Yeung.

Voting Members: 14

Apologies had been received from Cllr Kyriakou.

There were no Members of the public present.

AGM159/20 **Minutes**

The Minutes up for review were the Minutes of the Annual Meeting of the Council held on Thursday 16 May 2019.

Resolved:

- That the Minutes of the Annual Meeting of the Council held on Thursday 16 May 2019 be approved and signed by the Chairman.

AGM160/20 **Election of Vice Chairman**

The Chairman asked for proposals for the office of Vice Chairman of the Council for the year 2020/2021. It was proposed by Cllr Vassiliou and seconded by Cllr Benner that Cllr Cole be elected Vice Chairman. There were no other nominations.

Resolved:

- That Cllr Cole is elected Vice Chairman of Croxley Green Parish Council for the year 2020-2021.

AGM161/20 **Appointment and Composition of Committees**

AGM161.1/20

Resolved:

- That in accordance with Standing Order 19.5., the following Committees are

appointed: Finance and Administration Committee; HR and Compliance Committee; Planning and Development Committee; Leisure, Events and Environment Committee.

AGM161.2/20 The Clerk advised that Standing Orders state that there should be a minimum of 6 Members per Committee.

Resolved:

- That the Leisure, Events and Environment Committee shall consist of Cllrs Benner, Hughes, Kyriakou, Montague, Tobin, Vassiliou and Wallington.
- That the Planning and Development Committee shall consist of Cllrs Birch, Jacob, Mitchell, Taylor, Walker and Yeung.
- That the Finance and Administration Committee shall consist of the Chair and Vice Chair of the Council & LEE & P&D Committees, plus Cllrs Kyriakou and Tobin.
- That the HR and Compliance Committee shall consist of the Chair and Vice Chair of the Council and Cllrs Vassiliou and Yeung.

AGM162/20 Chairman and Vice Chairman of Standing Committees

The Chairman declared an adjournment to allow the Committees to elect their Chairman and Vice Chairman.

When the meeting reconvened, it was reported that the Committees would have the following Chairman and Vice-Chairman for the year 2020-2021:

	P&D Committee	LEE Committee	F&A Committee
Chair	Cllr Walker	Cllr Montague	Cllr Gallagher
Vice Chair	Cllr Mitchell	Cllr Benner	Cllr Cole

AGM163/20 To Receive Reports from Council Representatives on Outside Bodies 2019/2020

AGM163.1/20 – Three Rivers Environmental Forum – Cllrs Birch and Hughes.

Cllrs Birch and Hughes informed members that they had not been able to attend the meeting in March 2020. Cllr Montague attended as a representative of the Rickmansworth Waterways Trust and provide Councillors with a verbal update. Petrina Llewellyn is the new Biodiversity Officer. There is a plan to plant 750 trees to tie in with the 750th Anniversary of St Mary's Church, Rickmansworth.

AGM164/20 Council Representation on Outside Bodies and Organisations 2020/21

AGM164.1/20 – Joint Committee of Parish Councils – The Clerk advised that the representatives from Croxley Green Parish Council are the Chairman, Vice Chairman and the Clerk.

Resolved:

- That the Chairman, Vice Chairman and the Clerk represent the Parish Council on the Joint Committee of Parish Councils.

AGM164.2/20 – Three Rivers Environmental Forum – Cllrs Birch and Hughes expressed an interest to represent the Parish Council at these meetings.

Resolved:

- That Cllrs Birch and Hughes represent the Parish Council on the Three Rivers Environmental Forum.

AGM164.3/20 – No other external representation raised.

AGM165/20 Direct Debits and Authorised Signatories

The Clerk advised Members that under the Council's Finance Regulations the Council must agree to variable Direct Debits at least every two years but in practice, and included in Standing Orders, this Council confirms authority for Direct Debits annually at this meeting.

Resolved:

- That the Council continues with payments by variable direct debits;
- That the Members of the Finance and Administration Committee and the Clerk will become authorised signatories for the Council's Bank Accounts;
- That payments may be made by Direct Debit, Cheque, BACS, CHAPS or direct bank to bank transfer to the recipients.

AGM166/20 Coronavirus Earmarked Reserve

Cllr Cole provided a verbal update to Councillors on the progress that had been made to identify funds that could be used to support Croxley Green during the Coronavirus pandemic. Cllr Montague advised Councillors that the LEE Committee had identified £19,450 from Budget 2020/21 and related Committee Reserves that could be added to the Coronavirus Earmarked Reserve.

Resolved:

- That a Coronavirus Earmarked Reserve is created.

AGM167/20 Coronavirus Working Group – Terms of Reference

Cllr Cole, as the lead Cllr for the working group, provided information to Members on the Coronavirus Working Group along with the draft Terms of Reference. Terms of Reference item 1. Membership was amended to "Members of the Coronavirus Response and Strategy Development Working Group will be appointed by the Parish Council".

Resolved:

- That Croxley Green Parish Council approves the Terms of Reference of the Coronavirus Response and Strategy Development Working Group.
- That Croxley Green Parish Council approves the membership of the Coronavirus Response and Strategy Development Working Group

AGM168/20 Council Issued Mobile Phone Policy

The Clerk introduced the draft Mobile Phone Policy to Members. The policy has been created to provide staff issued with Council mobile phones, the terms of use. Cllr Wallington asked if phone bills could be reviewed by F&A to ensure not used for personal use. Cllr Benner recommended that password protection be added to Section 5 of the policy.

Resolved:

- That Section 5 Usage Guidelines is amended to include specific reference to password protection.
- That Council adopts the amended Mobile Phone Policy.

AGM169/20 Standing Orders & Financial Regulations

The Clerk provided a verbal report on the process of updating the Council's Standing Orders & Financial Regulations. Councillors are invited to review the existing Standing Orders & Financial Regulations and provide their feedback and suggestions to the Clerk by 31st July 2020. Cllr Benner mentioned contacting NALC to adopt a gender-neutral language, but no decision has been made.

AGM170/20 Confirmation of Staff Appointment

Chairman confirmed that the Clerk had successfully completed a one-year probationary period and was confirmed in role.

AGM171/20 General Power of Competence

Chairman introduced the topic of General Power of Competence. The Council must confirm that it meets the eligibility criteria and resolves to adopt the power at each Annual Meeting.

- That Croxley Green Parish Council resolves that it meets the eligibility criteria to exercise the General Power of Competence as defined in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 and therefore adopts the power.

AGM172/20 Exclusion of Press and Public

The Chairman moved, duly seconded, the following motion and it was agreed:

that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

AGM173/20 Staff Salaries

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk referred to the confidential paper that had been circulated to Members with the HR & Compliance Committee Agenda for Monday 11 May 2020. Subsequently the HR & Compliance Committee had discussed and agreed the Clerk's proposals for staff salaries and promotions.

Resolved:

- Members noted the revised salary details.

AGM174/20 Closure

There being no further business the Chairman closed the meeting at 9.12pm