

## BUCKDEN PARISH COUNCIL

### DRAFT MINUTES OF THE ANNUAL MEETING OF BUCKDEN PARISH COUNCIL HELD ON MONDAY 17TH MAY 2021 AT 7.30PM IN THE VILLAGE INSTITUTE

**Those present:**

**Chairman: Councillor P Breen (Chairman)**

**Councillors: Councillor P Vetch & Councillor J Way**

**Officer: Laura Jowett**

**Also Present: 1 Elector**

#### **1. Election of Chairman**

**Resolved** to elect Councillor P Breen as Chairman of Buckden Parish Council for 2021-2022

#### **2. Chairman's acceptance of Office**

The Chairman read and signed the declaration of acceptance of office. This was then signed by the clerk.

#### **3. Apologies for Absence**

**To consider and approve reasons for absence.**

Councillor G Huck was not present

#### **4. To receive Councillors' Declarations of Interest and consider any requests for dispensations.**

None

#### **5. Election of Vice Chairman**

**Resolved** not to appoint a Vice Chairman unless the need arises. If the Chairman cannot attend a meeting one of the councillors present will be elected to act as Chairman of that meeting.

#### **6. Policies**

**To review:**

**a) Standing Orders**

**Resolved** to confirm the Council's Standing Orders

**b) Financial Regulations**

**Resolved** to review the NALC Financial Regulations and bring them back to a future meeting for adoption by the Council.

**c) Complaints procedure**

**Resolved** to adopt the Complaints Procedure.

#### **7. Documents**

**To receive and approve**

**a) The Asset Register**

**Resolved** to approve the Asset Register.

**b) The Council's Risk Assessment**

**Resolved** to approve the Financial Risk Assessment and to update is as required.

**8. Meeting dates**

**Resolved** that meetings in 2021-2022 will be held at 7pm on the second Monday of each month. The start time will be kept under review.