

Diptford Parish Council AGM

Remote meeting Tuesday 12 May 2020, 7.00 pm

Minutes

No members of the public were present.

Present Cllrs Franklin (SF) (Chair), Baggott (BB), Crocker (TC), Hill (SH), Lethbridge (LL), Parker-Davidson (SPD), Peach (CP), Hosking (DCC), Smerdon (SHDC), Pannell (SHDC) and Sally Smale (Clerk)

2020/12 Election of officers

1. SF proposed and LL seconded JF for Chair
 2. BB proposed and LL seconded SF for Vice-Chairman
- The clerk will post the declarations of acceptance for signing following the meeting

2020/13 Apologies for absence were accepted from Cllr Foster (JF) who was having technical difficulties joining the meeting.

2020/14 The Minutes of the Meeting held on the 14th May 2019, as previously circulated, were confirmed and will be signed by the Chair

2020/15 The following members were appointed to serve on the following Committees and outside bodies / take on specific responsibilities:

Committee/Outside body	2019/20 Members
Village Hall Committee	<i>Cllr Hill</i>
P3 liaison	<i>Cllr Parker-Davidson</i>
GDPR liaison	<i>Cllr Parker-Davidson</i>
Diptford Community Fund	<i>Cllrs Baggott & Lethbridge</i>
Community Lengthsman liaison	<i>Cllrs Hill & Parker-Davidson</i>
Playing Field Group	<i>Cllrs Foster & Lethbridge</i>
Health	<i>Cllr Peach</i>
Website	<i>Cllr Parker-Davidson</i>
Dementia Friendly Parish	<i>Cllr Parker-Davidson</i>
Eleemosynary	<i>Cllrs Foster, Peach and Lethbridge</i>

2020/16 The following Parish Council arrangements were approved:

Description	Appointee	Comments
Snow Warden	Proposed Andrew Savery	JF to confirm he willing to continue
Internal Auditor	Alison Marshall	Clerk will sign the contract of renewal
Insurance	Zurich	Clerk to renew the contract

2020/17 The following policies and Council documents were adopted following proposal and seconding as follows:

Assets Register – Proposed SF, seconded LL (Clerk to delete mower from Amenity Trust assets – this was sold this year)

Code of conduct - Proposed SF, seconded LL
 Complaints policy - Proposed SF, seconded LL
 Data privacy - Proposed CP, seconded SPD

Disciplinary procedure - Proposed LL, seconded BB
Equality and diversity policy - Proposed SPD,
seconded CP
Financial regulations - Proposed BB, seconded SPD
Grievance policy - Proposed CP, seconded SPD
Health and safety policy - Proposed SPD, seconded
CP

Publication scheme - Proposed LL, seconded TC
Risk schedule - Proposed SPD, seconded TC
Standing orders - Proposed CP, seconded TC
Statement of internal control - Proposed BB,
seconded LL
Training and development policy - Proposed TC,
seconded SPD

2020/18 **It was proposed by SH and seconded by TC that the supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings to last until May 7th, 2021 or the repeal of legislation (whichever is the earlier) be adopted.**

The meeting ended at 7.26 PM and council moved straight into the May ordinary meeting.