

Minutes of the ANNUAL MEETING OF THE PARISH COUNCIL

 Held on **Monday 18 May 2020 at 7.30pm** via Zoom Video Conferencing

Councillors:	Cllr M Heath (MH) - <i>Chairman</i>	Cllr J Walsh (JW)
	Cllr S Williams (SW) - <i>Vice-Chairman</i>	Cllr M Skelton (MS)
	Cllr K Bowen (KB)	Cllr S Sproul (SS)
	Cllr W Davey (WD)	Cllr G Hollis (GH)
	Cllr A Hans (AH)	Cllr F Duffy (FD)
	Cllr M E Hagon (MEH)	Cllr S Jefferys (SJ)
Associates:	Edna Austin (EA)	# - <i>Apologies Received</i>
Clerk:	Jagjit Brar (JB)	Present: Susan Luckhurst
Deputy Clerk:	Jeremy Day (JD)	(Office Administrator)

Minute	Meeting Minutes	Action
20200518/ 01	<p>Election of Chairman</p> <p>Nominations Received:</p> <ol style="list-style-type: none"> Cllr WD nominated Cllr JW, seconded by Cllr KB – Accepted Cllr SJ nominated Cllr SW, seconded by Cllr MS – Accepted <ul style="list-style-type: none"> Cllrs proceeded to vote for via email directly to the Clerk. Both the Clerk and Deputy Clerk verified the vote and Cllr MH announced Cllr JW as the new Chairman, 7 votes to 5. <p>Cllr JW was duly elected as Chair and was delighted and humbled to accept the position. Cllr JW thanked Cllr MH for her years in the role and acknowledged there is lots to do despite lockdown.</p> <p>The Clerk forwarded the Declaration of Acceptance form to Cllr JW for signing</p>	
20200518/ 02	<p>Election of Vice-Chairman</p> <p>Nominations Received:</p> <ol style="list-style-type: none"> Cllr JW nominated Cllr AH, seconded by Cllr SS – Accepted Cllr MH nominated Cllr SW, seconded by Cllr SJ – Accepted <ul style="list-style-type: none"> Cllrs proceeded to vote for via email directly to the Clerk. Both the Clerk and Deputy Clerk verified the vote and Cllr JW announced Cllr AH as the new Vice-Chairman, 7 votes to 5. <p>Cllr AH was duly elected as Vice-Chairman. Cllr AH thanked Cllr SW for her services as Vice-Chair and offered a special thank you to Cllr MH for her seven years as Chairman.</p> <p>The Clerk forwarded the Declaration of Acceptance form to Cllr AH for signing</p>	
20200518/ 03	<p>Apologies for Absence</p> <p>None</p>	
20200518/ 04	<p>Any Other Business to take under item 20200518/10</p> <p>Cllr MH – Staffing Committee</p>	

20200518/ 05	<p>Minutes of Last Meeting</p> <p>To note:</p> <ul style="list-style-type: none"> • Minutes from the 2019 Annual Meeting of the Parish Council were approved in June 2019 • Minutes from Full Council on 11 May 2020 to be approved at the next meeting on 8 June 2020 	
20200518/ 06	<p>Councillor's Attendance 2019/20</p> <p>Clerk updated the Council on the attendance for the last year and noted that no Councillors had been absent for six months and reiterated that attendance at Committees is noted and apologies must continue to be given in advance of the meeting.</p>	
20200518/ 07	<p>Election of Committees for 2020/2021</p> <p>Parish Council standing committees are currently as follows.</p> <ol style="list-style-type: none"> 1.Planning - 8 members 2.Services - 8 members 3.Communities - 8 members 4.Finance - 6 members (To meet 6 times a year) 5.Charities – 6 members (to meet quarterly) 6.Staffing – 5 members (To meet as and when necessary) <p>A. Agree and confirm the above standing committee structure - AGREED.</p> <p>B. Agree and confirm the above number of members on each committee - AGREED.</p> <p>C. Hold elections for those committees that are oversubscribed.</p> <ul style="list-style-type: none"> - Cllr MH noted that the staffing committee was over-subscribed and suggested that if Cllr KB was looking to move out of the area she should reconsider. Cllr KB AGREED to step aside from this committee. <p>D. Elect members to fill any vacancies.</p> <ul style="list-style-type: none"> - Cllr JW noted that there was a position vacant on the Finance Committee and the Planning Committee now that Cllr GH has been appointed on the South Bucks Planning Committee at Buckinghamshire Council. <p>Committees have been appointed to as follows:</p> <ol style="list-style-type: none"> 1.Planning - 8 members: <i>Cllr SJ, Cllr SW, Cllr SS, Cllr KB, Cllr MS, Cllr MEH, Cllr FD, Cllr JW (ex-officio)</i> 2.Services - 8 members: <i>Cllr MH, Cllr WD, Cllr MS, Cllr FD, Cllr SS, Cllr MEH, Cllr JW, Cllr SW</i> 3.Communities - 8 members <i>Cllr SW, Cllr SJ, Cllr MEH, Cllr AH, Cllr KB, Cllr WD, Cllr SS, Cllr GH</i> 4.Finance - 6 members: <i>Cllr MH, Cllr JW, Cllr AH, Cllr GH, Cllr FD, Cllr SW</i> 5.Charities – 6 members: <i>Cllr FD, Cllr AH, Cllr SW, Cllr MH, Cllr WD, Cllr JW</i> 6. Staffing – 5 members <i>Cllr JW, Cllr AH, Cllr MH, Cllr SW, Cllr MEH</i> 	

<p>20200518/08</p>	<p>Elections to Outside Bodies Preferences have been received and distributed by the Clerk before the meeting and allocated as follows:</p> <ul style="list-style-type: none"> a. Charities of Denham Trustees – No longer requires member b. Denham Aerodrome Consultative Committee – Cllr JW c. Denham Against HS2 Committee – Cllr SW d. Denham Bowls Club – Cllr WD e. Denham Cricket Club – Cllr AH f. Denham Park Farm Minerals Liaison Committee <ul style="list-style-type: none"> - Clerk to request minutes, attendance not required g. Denham Village Hall Management Committee – Cllr MH, Cllr MEH if necessary h. Denham Village Infant School Governors – Cllr MEH i. New Denham Minerals Liaison Committee – <ul style="list-style-type: none"> - Clerk to request minutes, attendance not required j. South Bucks Association of Local Councils – Cllr MH, Cllr SS, Cllr FD, Cllr JW, Cllr MS k. Denham United Ladies Football Club – Cllr SS l. Denham Allotment User Group – Cllr MS <p>Cllr JW noted that the old Youth Project has ended however if a new project takes off after the lockdown we will form a new group and a possible outside body.</p>	<p>Clerk</p> <p>Clerk</p>
<p>20200518/09</p>	<p>Review of Policies and Procedures:</p> <ol style="list-style-type: none"> 1. Code of Conduct 2020 2. Standing Orders 2020 <ul style="list-style-type: none"> - Cllr JW noted that a further review was required with an aim to complete by July 3. Financial Regulations 2020 4. Associate Member Policy 2020 <ul style="list-style-type: none"> - Need to review second and last paragraph need review 5. Constitution 2020 6. Basic and Emergency Procedures 2020 <ul style="list-style-type: none"> - Geoff and Blue Sky need to be removed. - Gate and keys need to be reviewed and updated - Key for bungalow garage to sit with Chairman of Communities Committee 7. Fundraising Policy 2020 <ul style="list-style-type: none"> - Cllr MH suggested a register of funding and donations is kept as good practice – AGREED - Last bullet, change Chairman and Clerk to Full Council 8. GDPR Policy 2020 <ul style="list-style-type: none"> - Second paragraph amend immediately to time permitting. 9. Health & Safety Policy 2020 <ul style="list-style-type: none"> - Cllr JW noted that an addendum for Covid-19 should be included. - Cllr SW noted that bus shelters should also be included <p>Cllr MH to forward further spelling and grammar corrections</p> <p>All the above policies were AGREED with the above amendments</p>	<p>Cllr MH</p>

20200518/ 10	Any Other Business as Agreed in item 03 <ul style="list-style-type: none"> • Staffing Committee Cllr MH raised the Staffing Committee Terms of Reference should be circulated to Full Council and added as an Agenda item. Cllr AH requested that meeting requests be sent out to all Councillors	Clerk Susan
-------------------------	--	----------------------------------

Meeting Closed at 8.45pm
Jagjit Brar – Clerk
18 May 2020