**Minutes of the Full Council meeting held virtually using Microsoft Teams on**

 **Tuesday 4th May 2021 at 7pm**

**Present:** **Councillors:** B. Harber (Chair), I. Allen, S. Birnstingl, A. Chilver, F. Heaver, I. Ivatt, T. Kardos, L. Newton, J. Shaw, S. Teatum, C. Verney, C. Warren.

**Also present:** Clerk: Celia Price, District Councillors Mike Croker and Roger Noel

**Members of the public:**  1

The Chairman reminded members of the public of the requirement that they limit their participation to the Public Adjournment section of the meeting.

**C:0521:01 Election of the Chairman**

Cllr Harber was elected as Chairman of the Parish Council for the 2021/22 municipal year, proposed by Cllr Teatum, seconded Cllr Verney and agreed.

**C:0521:02** **Chairman’s Declaration of Acceptance of Office**

Cllr Harber agreed to sign the Chairman’s declaration of acceptance of office. A wet signature will be obtained and witnessed by the Clerk.

**C:0521:03 Apologies for Absence**

 There were no apologies for absence.

**C:0521:04 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

**C:0521:05 Minutes of the last meeting**

The minutes of the meeting held on [20th April 2021](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EYajpLHPODFKsatSb2jZ-esB79dmO_qcNnlCrGR6jai0mQ?e=SjGISC) were approved as a true record. Proposed by Cllr Heaver , seconded Cllr Ivatt and agreed. The Chairman will sign the minutes as soon as is practical.

**C:0521:06 Public Adjournment**

None

**C:0521:07 Election of the Vice-Chairman**

Cllr Verney was elected as Vice-Chairman of the Parish Council for the 2021/22 municipal year, proposed by Cllr Teatum, seconded Cllr Warren and agreed.

**C:0521:08 Standing Orders**

The [standing orders](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EZjPsijV84BBoQuTAF2xqpQBpcRu8Um7m62ccbaelSr_DQ?e=ggWRgX) were circulated prior to the meeting. These were reviewed and adopted with some minor amendments. Proposed Cllr Heaver, seconded Cllr Verney and agreed

**C:0521:09 Committee Membership**

 It was resolved to appoint members to the Community, Facilities, Planning, Finance and Staffing Committees for the municipal year 2021/22 as per the attached [schedule](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EebkCBf8aRJAi_jBKrPfJagBSqi64nrVmelZNwqcQ7U6uw?e=bhOoa7).

 Proposed Cllr Kardos, seconded Cllr Allen and agreed.

**C:0521:10 Representatives to Outside Organisations**

It was resolved to appoint representatives to Outside Organisations for the municipal year 2021/22 as per the attached [schedule.](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ETe4CQ7MpzxDq93iH-NMkIcBBEuxVEPmUIiv_GZ5R8_q1g?e=igF1cJ)

Proposed Cllr Kardos, seconded Cllr Birnstingl and agreed.

**C:0521:11 Meeting Dates and Arrangements for the municipal year 2021/22**

The [schedule of meeting dates](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EenTAsRryjlIvHcxzLWp45UBKcMzTVGbzoIrwVNXDuBpIw?e=64a3cD) for the municipal year 2021/22 was agreed.

The Clerk advised that this would be the last virtual meeting and all meetings in the future would be face to face.

It was resolved the Full Council meetings will be held in Beeding and Bramber Village Hall and committee meetings will be held at the Gladys Bevan Hall (with a review in December).

**C:0521:12 Scheme of Delegation**

The [current scheme of delegation](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ESwfwSIm3BtPl_MwXpiqW6IBurhxhFmHwSiqbWFldnSE1Q?e=niyfyc) was reviewed and agreed. Proposed Cllr Allen, seconded Cllr Birnstingl.

**C:0521:13** **End of Year Accounts** **2020/21**

Following a full and thorough review at the Finance Committee meeting held on 27th April, Cllr Harber gave an overview of the year end accounts and invited questions and responded to a query regarding reserves.

**C:0521:14 Internal Audit Report**

 The End of Year [Internal Audit Report](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EZpQI7hk-_ZEl2j0zznVswMBbU5DM5nt8BviOa0Qw5xOBA?e=oMl0df) was circulated prior to the meeting. The Chairman summarised the report, noting there were no recommendations from the internal auditor. Cllr Allen proposed, seconded Cllr Verney that the report be accepted and noted.

 Cllr Verney proposed a vote of thanks to the Clerk. This was seconded by Cllr Chilver and agreed.

**C:0521:15 Annual Governance and Accountability Return (AGAR) 2020/21**

Each of the 9 statements in section 1 of the Annual Governance and Accountability Return were reviewed.

It was resolved to approve the Council’s response to be ‘yes’ for all of the statements 1- 9 To approve the annual governance statement [section 1 of the AGAR.](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EdWaF9ZMuj9Jjtc2hsTJVpsBx2D-CDiWo5TR-ZHotNxWgQ?e=BZz6OZ)

Cllr Harber proposed, seconded Cllr Ivatt and resolved that the Chairman and Clerk sign section 1.

**C:0521:16 Annual Governance and Accountability Return (AGAR) 2020/21**–

It was resolved to approve section 2 of the Annual Governance and Accountability Return and that this be signed by the Chairman, noting this had been signed by the RFO prior to presentation as required [section 2 of the AGAR](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EXLXZC6bue1FutEi1athV6sBX2uSNsC7a6RP6FKzn3q1Lw?e=cDxlOV). Proposed Cllr Birnstingl, seconded Cllr Allen and resolved.

**C:0521:17** [**Notice of Public Rights and Publication**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ER_6gFnvdH5PhpZF2x07rT4BR68yijn2xPFebQxXVK1r5A?e=Cr4eOE)

The Chairman confirmed the 'Notice of Public Rights and Publication of Unaudited Annual Return' has been prepared and will be displayed on the village noticeboard and Parish Council website on 7th June 2021.

**C:0521:18 Correspondence**

It was resolved to note the [correspondence](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Ee0caTK7jC5DjlIWVU1Bss4B2fx3dbvEJUE01TmN_fW2kA?e=yzaCJc) as circulated.

**C:0521:19** **Henfield Minibus**

A request for a contribution towards the costs of the Henfield Minibus was discussed. The group were invited to make a grant application, however there is some confusion regarding this. Both the Clerk and Cllr Birnstingl have requested further information. To date no response has been received.

Cllr Allen proposed this agenda item be deferred until the information requested concerning passenger usage and accounts is received, seconded Cllr Teatum and agreed.

**C:0521:20** **Chairman’s Announcements**

 The Chair thanked Cllr Birnstingl for his dedicated service as Chairman for the last 10 years. He recognised many achievements and highlighted his collaborative and cooperative style.

 Cllr Birnstingl will be presented with a token of appreciation with grateful thanks from the whole parish council.

 All present echoed thanks to Cllr Birnstingl and expressed delight that he will be continuing as a Councillor.

**C:0521:21 Matters raised by Councillors**

 Cllr Teatum and Cllr Allen thanked both the Clerk and Cllr Birnstingl.

 Cllr Warren requested clarification regarding the Chairmanship of the Finance Committee. It was confirmed that the Council Chair can also be the Chair of one or more committee including Finance. Chairs of committees will be elected at the first committee meeting following this AGM.

There being no other business the meeting concluded at 8:20 pm

Minutes Signed By: Date