

**Minutes of 2021 Annual Meeting of the Sedbergh Parish Council.**  
**Held in the People's Hall at 7.00 pm Thursday 27th May 2021**

Meeting followed Annual Parish Meeting

Present: Cllrs Lancaster, Longlands, Capstick, Sedgwick, Brooks, Bromley, Arnold, Welti and the Clerk.  
(One Casual Vacancy)

1. Election of Chair

Cllr Lancaster was proposed by Cllr Arnold and seconded by Cllr Brooks and was duly elected.

2. Declaration of Acceptance of Office by the Chair

The Declaration of Acceptance of Office was signed by Cllr Lancaster in the presence of The Clerk.

3. Election of Vice-Chair

Cllr McPherson was proposed by Cllr Lancaster and seconded by Cllr Bromley (though Cllr McPherson was absent, he had previously consented to being nominated for the role of Vice Chair). Cllr Arnold was proposed by Cllr Capstick and seconded by Cllr Brooks. As there were two nominations a vote was taken, with Cllr Arnold receiving three votes and Cllr McPherson receiving two votes, Cllr Arnold was duly elected.

4. Declaration of Acceptance of Office by the Vice Chair

The Declaration of Acceptance of Office for Vice-Chair was signed by Cllr Arnold in the presence of The Clerk.

5. Apologies for absence

Apologies were received from Cllr Cowperthwaite and Cllr McPherson (health and Covid concerns) and accepted by the meeting.

6. Declaration of Interest

There were no Declarations of Interest received.

7. Requests from Councillors for Dispensations to Speak and/or vote

Requests for dispensation were received in relation B4RN and Sedbergh School and agreed by those present and granted at the meeting. Additionally, Members resolved that following ongoing Covid restrictions/concern to return to face-to-face meetings, the usual six-month nonattendance rule (Local Government Act 1972 states that when a Council Member fails to attend any meeting for six consecutive months from the date of his last attendance, they cease to be a member of the authority) would reset from 21<sup>st</sup> June 2021, allowing flexibility to any Member of the Council not wishing to attend at this time given concerns for Covid.

8. Approval of the minutes from the 8<sup>th</sup> April 2021 Parish Council Meeting (monthly)

The minutes were agreed as a true record and signed by the Chair.

9. Receipt of Annual Governance Statement and Accounting Statement 2020/2021

i) The Annual Internal Audit Report 2020/2021 was received and adopted by Members.

ii) The Annual Governance Statement 2020/2021 was received and adopted by Members.

iii) The Annual Accounting Statement 2020/2021 was received and adopted by Members.

The period for the Exercise of Public Rights was confirmed as 14<sup>th</sup> June 2021 to 23<sup>rd</sup> July 2021 as recommended by the External Auditor and to comply with the prescribed 30 (working days) and including the first 10 (working) days of July.

10. To consider Committees and appoint Members

The following appointments were resolved, as 2019/2020, with the exception of Cllr Arnold who was additionally appointed to the Finance Committee as Vice Chair of the Council.

Finance Committee – KL, SA, JC, MB

Amenities Committee – MB, JC, SL, SA, EW, RC

Planning Committee – SA, RS, JC, HB, MB, SL

Queens Gardens Committee – KL, IM (along with Friends of Queen’s Garden Co-Opted Non-Members, currently SE, AP)

11. Appointment of Representatives to Outside Bodies

Town Twinning Group – KL

Sedbergh United Charities and Widows Hospital – MB, KL, JC, HB, RC and (non-Member) KS.

Sedbergh Economic Partnership – IM

Sedbergh & District CIC – KL

Sedbergh & District CIO – HB (Grants Committee – non-Member DW)

Sedbergh & District Chamber of Trade & Business – Clerk to contact The Chamber of new arrangements for meetings.

People’s Hall Committee – SL

Gala Committee – MB, RS

Swimming Club – MB

Bowling club – SL

Tennis Club – HB

Respect Group – IM

Football Club – SL

Western Dales Bus - IM

Sedbergh in Bloom – SA

District Assc Meeting (CALC) - KL

Health Centre (PPG) - MB

12. Delegation Arrangements

The revised Terms of Reference and Delegation Scheme (attached) was received and adopted by Members.

13. Adoption of Standing Orders and Financial Regulations

The Standing Orders were adopted along with The Financial Regulations and were available on the Parish Council website.

14. Parish Council Assets

The SPC Asset Register had recently been updated and was agreed by Members.

15. Insurance arrangements

The Clerk had circulated the current Insurance arrangements, renewal was due 31<sup>st</sup> May 2022 and would be reviewed at a future meeting.

16. Review of Policies

It continued to be agreed that a rolling process of review was required for all policies/procedures and risk assessments that these would commence with the oldest first. Many policies/risk assessments had been reviewed during 2020 as the Clerk completed her CiLCA qualification.

17. To consider payment of Annual subscriptions/contributions

To continue to consider upon request as previously agreed, notably, the annual subscription to CALC.

18. Schedule of Future Meetings

Council Meetings will remain as presently scheduled for 2021 and dates now confirmed for 2022.

The meeting closed at 7.45 pm