

TOGSTON PARISH COUNCIL

ANNUAL GENERAL MEETING

MINUTES

All newly elected councillors signed their declaration forms and were given the Code of Conduct and Members Interests Forms

Councillor Cairns welcomed everyone to the meeting

The clerk will end her employment on 31st May 2021

Present:	Councillors:		
	A.Cairns	M Farwell	F Moore
	K Farwell	T Urwin	J Watson
	J Robison - clerk		

1/21 **Apologies:** None

2/21 **Minutes of Previous Meeting:**
The minutes of the meeting held on 19th August 2020 were agreed as a true record

3/21 **Disclosures:** None

4/21 **Election of Chair and Vice Chair:**
J Watson was nominated to be the Chairperson by F Moore and seconded by K Farwell
A Cairns was nominated to be Vice Chairperson by T Urwin and seconded by J Watson
The Chairperson signed the Declaration of Acceptance of Office form
It was agreed to hold the next meeting on 13th July 2021 at 6pm

5/21 The Christmas Lights Switch on will be Sunday 28/11/21

6/21 **Allotments:**
The clerk gave an update on matters related to the allotments.
All rents have been collected

7/21 **Audit 2020-2021:**
A report was read out from Mr Basnett re: the Internal Audit of Accounts and a Review of Internal Processes for the Accounts
A report of year end balances to 31/3/21 was presented
Councillors agreed to an Exemption Certificate to be sent to the external auditors and to post the required information on the PC's website
Sections 1 and 2 of the AGAR were received and accepted

8/21 **Insurance:**
The payment to cover 2021-2022 was agreed. A claim was made to cover the fencing at the car park on this year's policy

- 9/21 **Planning:**
After receiving complaints from residents regarding the working garage behind 3 Togston Road, a letter will be sent to Mr Forester as his tenant, Mr Thomson, is in breach of the agreed planning conditions
- 10/21 **Kerb Line at Queen Street:**
NCC are to investigate whether this road has been adopted by them or if the PC are responsible for any costs incurred to rectify the problem of large vehicles going over the grassed area
- 11/21 **Finance:**
A report was read out by the Chair for expenditure in April 2021 and spendings for May 2021
The precept amount of £4000 was agreed in November 2020 by a collective email, with budget reports attached, sent to councillors for approval as no face to face meetings took place because of covid
- 12/21 **Urgent Business:**
Councillor Urwin brought to the attention of the meeting, dog poo being left on the gateposts in the allotments. Unfortunately this is an ongoing problem
- 13/21 The date of the next meeting: 13th July
There being no further business the meeting closed at 8.30pm

Minutes approved by.....

Date.....

Jen Robison
Clerk/RFO