**Meeting Type** Annual General Meeting

**Date**  Monday 13th May

**Time**  19.00

**Venue**  Tysoe Village Hall, Main Street, Tysoe

**Councillors Present** David Roache (Chairman), Malcolm Littlewood, John Tongue, Amanda Venables, Rebecca Billing, Adam Wyatt, Chris Bell, Helen Sayers

**Apologies**  None

**In attendance** CC Chris Mills, DC Malcolm Littlewood, Charmaine Swift ( Clerk/RFO)

**Members of the public 3**

**001. ELECTION AND DECLARATION OF ACCEPTANCE OF OFFICE**

**Cllr Roache** handed over the proceeding to Charmaine Swift, Clerk who asked Councillors if there were any nominations for Chair of Tysoe Parish Council? Cllr Roache raised his hand and was also nominated by Cllr Littlewood..

**A proposal was made for Cllr Roache to be elected as Chair of Tysoe Parish Council**

**Proposed: Cllr Billing Seconded: Cllr Littlewood All voted in favour**

Cllr Roache then took over the proceedings and asked if there were any nominations for Vice-Chair?

Cllr Tongue nominated Cllr Venables.

**A proposal was made for Cllr Venables to be elected as Vice-Chair of Tysoe Parish Council**

**Proposed: Cllr Tongue Seconded: Cllr Bell All voted in favour**

**002. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting and welcomed everyone

No apologies were received

**003. DECLARATION OF INTERESTS**

**None received.**

**004. CONFIRMATION OF MINUTES**

The Council confirmed the minutes of the Annual General Meeting of May 15th 2023 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

**Proposed: Cllr Littlewood Seconded Cllr Roache All in Favour**

**005. MEMBER INFORMATION**

a) Councillors to review and update if necessary any financial interests in the Register of Member interests within 28 days from this meeting.

b) Councillors to review and update, if necessary, their profiles on the Parish website, www,tysoe.org.uk within 28 days from this meeting.

**006. ANNUAL AUDIT**

a) Audit Milestones to be presented at the June meeting (internal Audit May 14th 2024)

b) To agree the updated Asset Register 2024-25

Proposal received to agree the asset register:

**Proposed: Cllr Littlewood Seconded: Cllr Wyatt All in favour**

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**007. FINANCE**

a) To agree the final accounts statement for 2023-24

Proposed: Cllr Venables Seconded: Cllr Wyatt **All in Favour**

b) To agree the Payment Authority for 2024-25

Proposed: Cllr Venables Seconded: Cllr Wyatt **All in Favour**

**008. TYSOE PARISH COUNCIL POLICIES**

**To agree the following policies for 2024-25**

a) Standing Orders

The proposal to agree the Standing Orders Policy for 24/25

Proposed: Cllr Tongue Seconded: Cllr Littlewood All in favour

The Clerk noted that at each quarter of the year two signatories were required to sign the Bank Reconciliation.

b) Financial Regulations

The proposal was received to agree the Financial Regulations including the payments appendix.

Proposed: Cllr Venables Seconded: Cllr Tongue All in favour

**009. TENURE PROPOSAL**

Cllr Roache explained that his reason for making this proposal was that he felt it was in the interest of Tysoe Parish Council to restrict the length of time and the number of times a Councillor could stand as Chair. This would avoid the policies of the Council becoming dominated by the influence of any single councillor.

Therefore the proposal was:

No Councillor can serve as Chair of the Parish Council for more than 5 consecutive years.

A Councillor who has served for 5 consecutive years becomes ineligible for re-election as Chair at the AGM 5 years after their initial appointment.

Any such Councillor who has served 5 consecutive years as Chairman will be ineligible for election as Chair for 3 years following their 5 year term.

No Councillor can serve as Chair of the Parish Council for more that 8 years in total, whether consecutive terms or not.

Proposed: Cllr Littlewood Seconded: Cllr Tongue All in favour

**010. AREAS OF RESPONSIBILITY**

**i. Employment/HR – Cllrs Roache & Billing**

**ii.** **Street lighting and Village Infrastructure – Cllrs Billing & Waytt**

1. **Planning – Cllrs Tongue, Venables & Wyatt**
2. **Traffic Management – Cllrs Bell & Wyatt**
3. **Finance – Cllrs Roache, Venables & Littlewood**
4. **Playground & Playing Field – Cllrs Venables & Bell**
5. **Trees & Green Space – Cllr Billing**
6. **Welfare – Cllrs Roache & Sayers**
7. **Affordable Homes – Roache, Tongue & Billing**
8. **Biodiversity – Cllr Venables**

**011. One off tasks**

Preparation of the Emergency Plan – Cllr Sayers

Liaison with SDC & WCC other than Planning – Cllr Littlewood

Dealing with the long list of issue identified in the village walk- around – all Councillors

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**012. Future Meetings, all held at 7.00pm on the second Monday of each month excepting August, in the McNulty Room of the Village Hall on Main Street.**

1. June 4th Parish Assembly
2. June 10th Ordinary Meeting
3. July 8th Ordinary Meeting
4. September 9th Ordinary Meeting
5. October 14th Ordinary Meeting
6. November 11th Ordinary meeting
7. December 9th Ordinary Meeting
8. January 15th 2025 Ordinary Meeting
9. February 10th 2025 Ordinary Meeting
10. March 10th 2025 Ordinary Meeting

**013. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

Cllr Roache closed the meeting at 7.40pm

**014. PRIVATE AND CONFIDENTIAL**

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