**Meeting Type** AGM

**Date**  May 15th 2023

**Time**  19.15

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

**Councillors Present** David Roache (Chairman), Malcolm Littlewood, Amanda Venables, Adam Wyatt, Rebecca Billing

**Apologies**  John Tongue, James Bardey

**In Attendance** Cllr Chris Mills, Charmaine Swift (Parish Clerk & RFO)

**Members of the Public 2**

**01. PROPOSAL OF CHAIR**

Cllr Roache read out a statement thanking those councillors who stood down, and introduced the two new Parish Councillors, Amanda Venables & Adam Wyatt, who have joined the Parish Council. David Roache then handed over the proceedings to Charmaine Swift, Clerk who asked Councillors if there were any proposals for Chair of Tysoe Parish Council?

A proposal was received that Cllr Roache take the Chair of the Parish Council.

Proposed: CllrLittlewood Seconded: Cllr Venables All in favour.

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

A proposal was received that Cllr Littlewood take the Vice Chair of the Parish Council.

Cllr Littlewood stated that he would be happy to stand as Vice-Chair but could only chair meetings that Cllr Roache was unable to attend.

Proposed: Cllr Wyatt Seconded: Cllr Venalbes All in favour

Cllr Rroache then advised those present that there were still to vacancies on the Parish Council, and that Rebecca Billing wished to stand as a co-opted member.

Proposed: Wyatt Seconded: Cllr Littlewood All in favour

**002. WELCOME and APOLOGIES**

Cllr Roache introduced the meeting and welcomed those present.

Apologies were received from Cllrs Tongue & Bardey.

**DECLARATION OF INTERESTS**

**None**

**03. a)DECLARATION OF INTERESTS**

None.

**b) CONFIRMATION OF MINUTES**

The Council confirmed the minutes of the AGM from May 4th 2022 as a true and accurate record of the meeting. Cllr Roache signed the minutes.

Proposed Cllr Littlewood Seconded Cllr Roche All in Favour (only 2 Cllrs qualified for this vote by presence.

**04. MEMBER INFORMATION**

1. Councillors to review and update if necessary Financial Interests   
   in Register of Members’ Interests (Completed 31.5.2023)

Councillors to review and update, if necessary, their profiles and   
contact details on Parish Council website [www.tysoe.org.uk](http://www.tysoe.org.uk) (completed 27.5.2023)

1. **ANNUAL AUDIT**

Audit Milestones to be presented at June meeting (Internal Audit May 23rd)

1. i) To approve the Asset Register 2023-24

Proposed; Cllr Littlewood Seconded: Cllr Wyatt All in favour

ii) To approve the Annual Payment Authority

Proposed: Cllr Billing Seconded: Cllr Wyatt All in favour

iii) To approve the Final Accounts

Proposed: Cllr Billing Seconded: Cllr Venables All in favour

**05. TYSOE PARISH COUNCIL POLICIES**

To agree policies for 2023-24

a) Standing Orders – Defer to June meeting (Action Clerk to add to Agenda)

b) Financial Regulations

Proposal to approve.

Proposed: Cllr Venables Seconded: Cllr Littlewood All in favour

**06. MEETING TIME**

A proposal was received to change the start time of all future parish Council meeting to 7.30pm

Proposed; Cllr Littlewood Seconded: Cllr Wyatt All in favour.

**07. Committees & Working Groups**

Cllrs **put their names forward for the following:**

**Finance Group**

Cllrs Roache & Venables

**Planning**

Cllr Tongue (in his absence)

Cllrs Wyatt & Venables

**Action: Clerk to notify John Careford so that Planning notifications are sent to AV & AW.**

**Actioned 21.5.2023**

**Employment & HR**

Cllrs Billing & Roache

**Infrastructure & Environment**

(Including The Children’s Playground)

Cllrs Billing & Bardey (in his absence)

**Road Safety**

Cllr Wyatt together with Chris bell and a group of village residents.

**Trees**

Cllr Bardey

**Welfare**

Cllrs Roache & Venables

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

Cllr Roache closed the meeting at 7.45pm