

FINAL ~~Draft~~ Minutes of Parish Council Meeting

**Draft Minutes of Parish Council Meeting**

3/10/22

Date	2 <sup>nd</sup> November 2021
Time	7pm
Attended	Cllrs: Ann Clowes (Chair), Jo Pemberton (Vice Chair), Tania Foster, Joyce Tomlinson, Tracey Royle, Mark Brassington, Christine Pemberton, CWAC Cllr Simon Eardley Urenco representatives Neil Fagan & Grace Fogg Speaker: Dori Miller Members of the public – Mrs C. Francis
Location & Details	Capenhurst Village Hall with Covid precautions.

[illegible]



2:1	Proposal to assign Cllr Tania Foster as temporary RFO by Ann Clowes Seconder Tracey Royal Unanimously agreed by all Councillors present: JP, CP, MB, JC & CF
2:2	Completion of AGAR form with exemption on page 3 Unanimously agreed AC to send by registered post and scanned copy of form to auditors
2:3	Appointment of internal auditor Unanimously agreed to approach neighbouring Clerks at Puddington, Backford, Elton and Saughall to assess availability to work as a trio of clerks to action auditing asap – AC to action
2:4	Asset register Agreed asset register to be held electronically to include: 2 x benches 2 x notice boards Lamppost poppies Simon O'Rourke animal carving
2:5	Review applicants for role of Parish Clerk Shortlisted three candidates for interviews on Wednesday 10th November 2021 Panel AC, CP, JC & TF
2:6	Discussion to set up protocols for accountability and transparency prepared for January 2022 Set up a electronic cash book VAT number and access action TF Risk Assessment to be actioned for January 2022 meeting New Clerk PC to set up pension requirements Payroll firm tba action TR

Meeting closed 9.50pm  
Dated 2<sup>nd</sup> November 2021

*Ann Clowes*  
31/01/22

