

**TOKENHAM PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON**

Tuesday 10th May 2022 at 7pm

Held in the Village Hall in line with latest Covid legislation, with Covid safety measures in place.

Present: Cllr D Kirby Chairman (DK), Cllr T Madgwick (TM), K Woolnough (KW), Cllr J Marshall (JM), Cllr S Still (SS), County Cllr Allison Bucknell (AB),
R Harris Clerk (RH)

No members of the public attended the meeting.

ANNUAL AGENDA

Apologies for absence: None

Chairman's report – Given at Annual Parish Meeting.

1. Election of Chairman
KW proposed DK seconded by JM Unanimously agreed.
2. Election of Vice Chairman
DK proposed TM, seconded by JM. Unanimously agreed.
3. Signing of Acceptance of Officer by Councillors
No new officers this year so not required as all signed last year.
4. Declarations of Interest
As in place from last year.
5. Confirmation of bank signatories online and cheques
Each councillor is a cheque book bank signatory. All agreed to remain so.
Online Signatories agreed as – DK, TM, JM and KW
6. Email accounts -
All working well.
7. Calendar of meetings 2022/23
It was agreed the following dates for future meetings:
Parish Council Meetings: 5th July 22, 6th September 22, 15th November 22,
10th January 23, 7th March 23.
Annual Parish Meeting 18th April 23
Annual Meeting 9th May 23.
These dates to be published on the website.
8. Training for new councillors
JM and KW agreed that they are gaining experience by learning on the

job.

9. Roles and responsibilities
 - Chair DK
 - Vice Chair – TM
 - CATG DK, KW
 - Area Board – All
 - Cheque signatories – DK, TM, KW, SS, JM
 - Online banking – DK, JM, KW, TM
 - Parish Steward Liaison – KW
 - Play Area Office, Including Grass Cutting Rota – JM
 - Community Safety Liaison – DK, KW
 - Legal Duties – Chair
 - Statutory Governance - Chair and Clerk (RFO)
 - Statutory Communications – Chair and Clerk (RFO)

Relevant documents circulated before meeting.

2. Minutes -

The Council received, approved, and signed as a true record the Minutes of the Annual Council Meeting held 7th May 2021 via Zoom.

Meeting then moved on to the Parish Council meeting.