

**Keswick and Intwood: Annual Meeting of the Parish Council Meeting on 26<sup>th</sup> May 2021.  
Minutes of the Meeting held at the Reading Room, Keswick at 19:01.**

*Present:* Kevin Hanner (KH) (Chair); Sue Hendry (SH); Marguerite Russell (MR); Jan Hill (JH); Tim Love (TL); David Vail (DV) and Samantha Henry (Clerk).

*Also Present:* 11 members of the public were also in attendance.

*Apologies were received from:* Monica Warmerdam (MW); David Bills (County Councillor); William Kemp (District Councillor); Daniel Elmer (District Councillor).

*2021/12. To elect a Chair of the Council:* KH was unanimously elected.

*2021/13. To consider apologies for absence:* it was resolved to accept apologies from Monica Warmerdam (MW).

*2021/14. To receive the Chair's declaration of acceptance of office, or if not then received, to decide when it shall be received:* the Chair's Declaration was received.

*2021/15. To elect a vice-Chair of the Council:* JH was elected.

*2021/16. To appoint Councillors with special responsibilities:* it was resolved to allocate the following responsibilities:

- KH - Planning
- TL - Highways
- SH – Finance
- MR – Keswick Hall liaison
- MW – litter picking organisation
- JH – Speed Watch and Police Liaison
- DV – Reading Room

*2021/17. To approve the Council's Standing Orders, Financial Standing Orders and Financial Risk Assessment:* it was resolved to approve each of the documents circulated to Councillors before the meeting.

*2021/18 To confirm the appointment of the Clerk and RFO:* it was resolved to appoint Samantha Henry as the Clerk and RFO.

*2021/19 To confirm delegated responsibilities to the Clerk:* it was resolved to confirm delegated responsibility to the Clerk in line with the Council's standing orders.

*2021/20 To re-appoint Anne Barnes as the Internal Auditor for 2021-22:* it was resolved to appoint Anne Barnes as the Council's Internal Auditor.

*2021/21. To consider the payment of any subscriptions falling to be paid annually:* it was resolved to continue with the Council's subscription the Norfolk Association of Local



Councils; and to continue the arrangement with Hare Cleaning Services to clean the bus shelter three times each year normally in June, October and February.

2021/22. To set dates for Parish Council meetings in 2022: KH agreed to review the dates for the 2022 meetings, which he would then circulate to Councillors.

*(Handwritten initials)*

The meeting closed at 19:06.

Signed: *(Handwritten signature)*  
Chairman