

The Duntisbournes Parish Council

Minutes of the Extra-Ordinary Meeting (177th) on 18th March 2021 at 6.30pm Online

Present Councillors: Mr R Lane (Chairman), Mrs J R Edwards, Mr E Cuthbert, Mr J Weston, Mr W J Eykyn, Ms V Dyson, Ms S Cavendish (Clerk).

Apologies: Mr R Bliss (*His support for Ms Dyson's co-option is duly noted*)

- 1) The Parish Council has formally co-opted Ms Valerie Dyson as a Parish Councillor for the area of Duntisbourne Rouse.
- 2) Due to Covid restrictions and on the advice of GAPTC, Ms Dyson signed the **Declaration of Acceptance of Office** in view of the Councillors online. This will be signed as witnessed by The Clerk and delivered to Cotswold District Council.

Following the co-option meeting, the outgoing Clerk outlined the online filing system and background information she had prepared to facilitate handover to the incoming Clerk.

It was agreed that the outgoing Clerk will complete the Cashbook, Income and Expenditure documents, 2021 Budget documents and provide Details of Variances.

The qualified and experienced Incoming Clerk will complete the formal Audit.

Meetings: **Date of next meeting: AGM Late May 2021. To Be Confirmed**

Parish Clerk: duntisbourneparish@gmail.com

Village Website: <https://e-voice.org.uk/theduntisbournes> (For Minutes with links)

Neighbourhood Watch: duntisbournewatch@gmail.com