

BRETtenham PARISH COUNCIL

ANNUAL GENERAL MEETING

Held on Thursday 12th May 2016 at the Village Hall commenced at 7.30 pm

MINUTES

Present

Chairman Mr C Clarke, Vice-Chairman Mr D Golding, Clerk/RFO Mrs J Moulding, Councillors Mrs L Collings, Ms B Cronk, Mr P Brinkley, Mr P Truin, Ms E Woods, Internal Auditor Mr R Bere, District Councillor Mr M Creffield and 1 member of the public.

- 1 Election of Chairman. Mr C Clarke confirmed that he was willing to continue as Chairman and Cllr L Collings proposed his election for a further term and was seconded by Cllr E Woods.
- 2 Newly elected Chairman completed and signed 'Declaration of Acceptance of Office' and the declaration was duly signed by the RFO/Clerk Jane Moulding as Proper Officer for the council.
- 3 Accepted and approved apologies for absence from Jenny Antill SCC.
- 4 Resolved that the Minutes of the Annual General Meeting held on the 14th May 2015 were a correct record (Minutes Circulated prior to meeting) and were signed by the Chairman.
- 5 Received the report of Accounts for the year ended 31 March 2016 (unaudited but approved by the Internal Auditor) from the Clerk/RFO.
 - 5.1 Unanimously approved and accepted the Annual Governance Statement in Section 1 of the annual return which were signed by the Chairman and RFO.
 - 5.2 Unanimously approved and accepted the Accounting Statements in Section 2 of the annual return which were signed by the Chairman and RFO.
- 6 The following elections and appointments were made:
 - 6.1 Vice-Chairman. David Golding was proposed by Cllr Peter Truin, seconded by Cllr P Brinkley and unanimously approved by the rest of the councillors.
 - 6.2 Councillors, all existing councillors remain in post.

 - 6.3 Internal Auditor. Roger Bere was proposed by Chairman Chris Clarke, seconded by Cllr E Woods and unanimously approved by the rest of the councillors.
 - 6.4 Planning Chairman/Committee. Paul Brinkley was proposed by Cllr Peter Truin, seconded by Cllr E Woods and unanimously approved by the rest of the councillors.
 - 6.5 SALC Representative. David Golding was proposed by Cllr B Cronk, seconded by Cllr L Collings and unanimously approved by the rest of the councillors.
 - 6.6 Suffolk Passenger Transport Representative. Peter Truin was proposed by Cllr B Cronk, seconded by Cllr E Woods and unanimously approved by the rest of the councillors.
 - 6.7 Footpath Liaison Officer. Charles Camp was proposed by Cllr David Golding, seconded by Cllr L Collings and unanimously approved by the rest of the councillors.
 - 6.8 Tree Officer. Wendy O'Hara (Wakeman) was proposed by Cllr David Golding, seconded by Cllr P Brinkley and unanimously approved by the rest of the councillors.
 - 6.9 Website Co-ordinator. Emily Woods was proposed by Cllr Peter Truin, seconded by Cllr D Golding and unanimously approved by the rest of the councillors.
 - 6.10 Neighbourhood Watch Co-ordinator. The existing Coordinator Martin Dye has asked the RFO/Clerk to deal with Neighbourhood Watch, decided at the meeting that this post would be advertised in the June Village Magazine. Subsequently Val McGuill has volunteered for this post. Thanks extended to Martin Dye for his work in this role and welcome to Val McGuill.

7 Reviewed and confirmed the following:

- 7.1 Cheque signatories; currently all cheques are signed by both the Chairman and Vice Chairman, the RFO/Clerk raised concerns that if one of these people were incapacitated for any period of time then cheques could not be issued. To allow for this circumstance, it was proposed by the Chairman C Clarke that a further signatory Cllr L Collings would be added to the Bank signatory list on the basis that the priority is that the signatories will continue to be Chairman and Vice Chairman, with Cllr Collings signing when either the Chairman or Vice Chairman were absent. This was unanimously supported by the Cllrs. ACTION: RFO/Clerk to arrange for completion of new bank authority and to amend Financial Regulations as appropriate.**
- 7.2 Standing Orders; these were last reviewed in 2007 and since this date SALC have issued revised models. These are to be reviewed by the RFO/Clerk and presented for approval at the next Parish Council meeting.**
- 7.3 Current Internal Procedures & Controls were circulated to the Cllrs prior to the meeting and unanimously agreed that no changes were required.**
- 7.4 Financial Regulations; these were last reviewed in 2007 and since this date SALC have issued revised models. These are to be reviewed by the RFO/Clerk taking into account 7.1 and presented for approval at the next Parish Council meeting.**
- 7.5 Current Code of Conduct was circulated to the Cllrs prior to the meeting and unanimously agreed that no changes were required.**
- 7.6 Current Terms of Reference for Planning Sub Committee were circulated to the Cllrs prior to the meeting and unanimously agreed that no changes were required.**

The meeting closed at 19.49.

Jane Moulding Clerk/RFO

Tel 01449 736178 – Email: brettenhamparishcouncil@btinternet.com

Circulation:

Mr C Clarke, Chairman*

Mr D Golding, Vice-Chairman (also SALC Representative)*

Councillors:

Mr Paul Brinkley* (also Chairman, Planning Committee)

Mrs Lindsey Collings*

Miss Beverley Cronk *

Miss Emily Woods* (also Village Website Co-ordinator)

Mr Peter Truin* (also Suffolk Passenger Transport and BVA Representative)

Mr Charles Camp, Footpath Liaison Officer*

Mr Roger Bere, Internal Auditor*

Dr Wendy O'Hara (Wakeman), Tree Officer*

Val McGuill New Neighbourhood Watch Co-ordinator*

Martin Dye Exiting Neighbourhood Watch Co-ordinator*

VHNB/Village Website