

BRETtenham PARISH COUNCIL

ANNUAL GENERAL MEETING

Held on Thursday 11th May 2017 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 Truin, Ms E Woods, Internal Auditor Mr R Bere, Enid Bere, Val MacGuill, Julie Ozficipi, Paul Bendall, SCC Councillor Robert Lindsey.

- 1 Election of Chairman. Mr C Clarke confirmed that he was willing to continue as Chairman and Cllr B Cronk 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 Carrie & Martin Dye and Kemal Ozficipi.
- 4 Resolved that the Minutes of the Annual General Meeting held on the 12th May 2016 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 2017 (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 E Woods and unanimously approved by the rest of the councillors.
 - 6.2 Councillor vacancy; Chairman C Clarke outlined the process and explained that the co-option could not take place until the Statutory Notice 14 working day notice period had passed which expires on the 23rd May 2017 . Subject to no by-election being requested it was proposed that an extra Parish Council Meeting would be held on the 24th May 2017 at 6.00pm at Arundell House, The Street, Brettenham to co-opt the new councillor. The vacancy has been widely advertised and the only applicant is Paul Bendall.
 - 6.3 Internal Auditor. Roger Bere was proposed by Vice - Chairman David Golding, seconded by Cllr L Collings and unanimously approved by the rest of the councillors.
 - 6.4 Planning Chairman/Committee. Following the resignation of Cllr.Paul Brinkley, this position is vacant and it was agreed that the election for this role was deferred to the next meeting.
 - 6.5 SALC Representative. David Golding was proposed by Cllr L Collings, seconded by Chairman C Clarke and unanimously approved by the rest of the councillors.
 - 6.6 Suffolk Passenger Transport Representative. Peter Truin was proposed by Chairman C Clarke and unanimously approved by the rest of the councillors.
 - 6.7 Footpath Liaison Officer. Charles Camp was proposed by Chairman C Clarke and unanimously approved by the rest of the councillors.
 - 6.8 Tree Officer. Wendy O'Hara (Wakeman) was proposed by Chairman C Clarke and unanimously approved by the rest of the councillors.
 - 6.9 Website Co-ordinator. Emily Woods decided to stand down and position will remain vacant and advertised in the June Village Magazine seeking volunteers for this role.
 - 6.10 Neighbourhood Watch Co-ordinator. Val McGuill was proposed by Chairman C Clarke and unanimously approved by the rest of the councillors.

7 Reviewed and confirmed the following:

- 7.1 Cheque signatories; currently all cheques are signed by both the Chairman C Clarke and Vice Chairman D Golding, with a further signatory Cllr L Collings designated as a signatory to authorise payments along with one of the other signatories if either the Chairman or Vice Chairman are unavailable to authorise payments. Unanimously agreed that no changes were required.**
- 7.2 Standing Orders adopted on 10th November 2016 and were circulated to the Cllrs prior to the meeting. Unanimously agreed that no changes were required.**
- 7.3 Current Internal Procedures & Controls were circulated to the Cllrs prior to the meeting and unanimously agreed to review these at the next meeting.**
- 7.4 Financial Regulations adopted on 9th February 2017 and were circulated to the Cllrs prior to the meeting. Unanimously agreed that no changes required.**
- 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 to review these at the next meeting.**

The meeting closed at 19.47.

Jane Moulding Clerk/RFO

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Circulation:

Mr C Clarke, Chairman*

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

Councillors:

Position Vacant (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*

VHNB/Village Website