**Minutes of Annual General Meeting**

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| **Subject:** | **Elmley Lovett Parish Council Annual General Meeting** |
| **Location:** | **Cutnall Green & District Memorial Hall** |
| **Date and time:** | **Held on 12 May 2015 at 19.45 hours** |
| **Present:** |

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| J Homer (JH)A Aston (AA) A Campbell (AC)A Barlow (AB) |
| A Maiden (AM)District Councillor A Miller (part) |

 | Chairman  |
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| **Apologies:** | District Councillor L Duffy County Councillor M Broomfield J Bache |  |
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| **Distribution** | Parish CouncillorsDistrict CouncillorsCounty CouncillorParish notice board |  |
| **Date issued:** | 20 May 2015 |
| **Item** |  | **Action** |
|  | **Election of Chairperson**J Homer Proposed by: AM, Seconded by AB |  |
|  | **Declaration of acceptance of office by Chairperson**J Homer accepted election. |  |
|  | **Election of Vice Chairperson**A Campbell Proposed by: JH, Seconded by AA |  |
|  | **Declaration of acceptance of office by Vice Chairperson**A Campbell accepted election. |  |
|  | **Declarations of interests**Mr Aston and Mrs Bache are members of the Memorial Hall Committee. Mr Homer is a member of the Elmley Lovett Parochial Church Council. Mr Campbell is a trustee of the Foster trust.  |  |
|  | **Droitwich Rural West Local Police report**None submitted. | **Action** |
|  | **Chairman’s report**Not available. |  |
|  | **Hall Committee Representative report**See appendix 1. |  |
|  | **Playground Warden report**Not available |  |
|  | **Tree Warden and Footpaths Warden report**AB stated that nothing had been reported. He is willing to stand aside should someone else wish to fulfil these roles.  |  |
|  | **Appointment of Responsible Financial Officer**N Wright Proposed by: JH, Seconded by AC |  |
|  | **Appointment of Playground Warden**J Bache Proposed by: JH, Seconded by AA |  |
|  | **Appointment of Tree and Footpaths Warden**A Barlow Proposed by: JH, Seconded by AA |  |
|  | **Appointment of officers to other bodies:** |  |
| 14.1 | **Hall Committee Representative**A Aston Proposed by: JH, Seconded by AC | **Action** |
| 15. | **Appointment of Internal Auditor**L Moore, CIMA Accountant Proposed by: AC, Seconded by AAAll in favour. |  |
| 16. | **Review and authorisation of Statement of Accounts and Annual Return for the year ended 31 March 2014** The Statement of Accounts and Annual Return were approved. |  |
| 17. | **Review and adoption of Financial Regulations and Risk Assessment schedule**Risk assessments and Financial Regulations were adopted. Proposed by AC seconded by AA. N Wright to be signatory to the account. | AA – tree surveyJH – review insurance cover |
| 18. | **Minutes of meeting held on 14th April 2015**The minutes of the above meeting were approved and signed.One amendment 7.3 which should read "AC to take over the chair of the PC in relation to the Foster trust" |  |
| 19. | **Matters arising and outstanding actions** |  |
| 19.1 | **Playground maintenace**JH had spolen to Mr Brown regarding the cutting of the playing fields and this would be done at no charge.**Overgrown tree and other foliage by the main road by Foster Drive**AB had this in hand and had reported it to highways dept. (Worcester's hub responsibility)**Planning application W 14/02539/PN**The funding for upgrading the school house + buildings + carpark had not been obtained. Meeting at school on May20th. AC would like to attend **Request for Branches to be trimmed above the seat on the green, and by the fence between the school and the green. Also to have the bench repaired. JH to ACTION.****Letter to Mrs L Brookes. CLERK to ACTION** |  |
| 19.2 | **Lengthsman – proposed programme of works** Details of proposed work distributed. To be discussed at the next meeting to which the lengthsman will be invited. |  |
|  |  | **Action**JH – speak to LM re contribution |
| 20. | **Planning** |  |
| 20.1 | Application no: W/15/00993/PPLocation: Hinchley Cottage, Elmley Lane,WR9 0NFProposal: Proposed Sun LoungeApplicant: Mr & Mrs Davies**NO COMMENTS** |

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| 21. | **Bank balances and financial transactions requiring authorisation** |  |
| 21.1 |

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| --- | --- |
| Bank balancesAt 11.05.154 | £ |
| Barclays current account no. 40319465National savings account no. 138040611Nationwide Building Society | 5500.26218.96423.98 |
|  | 6143.20 |

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| 21.2 |

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| Payments due – authorisation required | £ |
| Elmley Lovett Foster Trust | 3.00 |
|  | 3.00 |

 |  |
| 21.2 |

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| --- | --- |
| Income due  | £ |
| Worcs CC Lengthmam's scheme | 1535.62 |
|  | 1535.62 |

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| 22. | **Correspondence for circulation**None.  |  |
| 23. | **Items of Parochial Interest**AC reported on litter in New Road and School Lane and poimted out that there were no litter bins in the immediate area, the one on the green having been removed.JH to look into providing waste bins and also to speak to Kate Brunt at the school. JH reported a broken manhole cover on the pavement adjoining the green at the rear of the electricity substation. AB to attend the meeting in Pershore on June 9th. |  |
| 24. | **Next meeting**Tuesday 9 June 2015 at 19.30 hours at Cutnall Green & District Memorial Hall.  |  |