**Minutes of Annual General Meeting**

|  |  |
| --- | --- |
| **Subject:** | **Elmley Lovett Parish Council Annual General Meeting** |
| **Location:** | **Cutnall Green & District Memorial Hall** |
| **Date and time:** | **Held on 9 May 2017 at 19.45 hours** |
| **Present:** |

|  |
| --- |
| J Homer (JH)A Campbell (AC)County Councillor Peter Tomlinson (PT) |
| J Bache (JB)District Councillor L DuffyW BoddyN Wright (Clerk) |

 | Chairman  |
|  |  |  |
| **Apologies:** | District Councillor A Miller R Pinner |  |
|  |  |  |
| **Distribution** | Parish CouncillorsDistrict CouncillorsCounty CouncillorParish notice board |  |
| **Date issued:** | 31 May 2017 |
| **Item** |  | **Action** |
|  | **Election of Chairperson**A Campbell Proposed by: JB, Seconded by WB |  |
| 2 | **Declaration of acceptance of office by Chairperson**A Campbell accepted election. |  |
| 3 | **Election of Vice Chairperson**J Homer Proposed by: AC, Seconded by JB |  |
| 4 | **Declaration of acceptance of office by Vice Chairperson**J Homer accepted election. |  |
| 5 | **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 and Mr Homer are trustees of the Foster trust.  |  |
| 6 | **Droitwich Rural West Local Police report**None submitted. | **Action** |
| 7 | **Chairman’s report**See attached |  |
| 8 | **Hall Committee Representative report**AA reported that the Village Hall was becoming more profitable with turnover increasing. |  |
| 9 | **Playground Warden report**The report on the condition of the playground was discussed. AC to speak to Dave Sireshuk, lengthsman, to discuss carrying out basic repair work. |  |
| 10 | **Tree Warden and Footpaths Warden report**There was nothing to report JB  |  |
| 11 | **Appointment of Responsible Financial Officer**N Wright Proposed by: JH, Seconded by AC |  |
| 12 | **Appointment of Playground Warden**J Bache Proposed by: JH, Seconded by WB |  |
| 13 | **Appointment of Tree and Footpaths Warden**J Homer Proposed by: AC, Seconded by WB |  |
| 14 | **Appointment of officers to other bodies:** |  |
| 14.1 | **Hall Committee Representative**A Aston Proposed by: JB, Seconded by AC | **Action** |
| 15. | **Appointment of Internal Auditor**L Moore, CIMA Accountant Proposed by JH, Seconded by ACAll in favour. |  |
| 16. | **Review and authorisation of Statement of Accounts and Annual Return for the year ended 31 March 2017** The Annual Governance Statement and then the Accounting statements were approved. Proposed by JH, seconded by AC |  |
| 17. | **Review and adoption of Financial Regulations and Risk Assessment schedule**Risk assessments and Financial Regulations had been circulated. Proposed by JB seconded by AA |  |
| 18. | **Minutes of meeting held on 11th April 2017**The minutes of the above meeting were approved and signed. |  |
| 19. | **Matters arising and outstanding actions** |  |
| 19.a | **Salt Bins**NW to order a new salt bin for Elmley close and to organise a refill for one on the village green. | NW |
| 19b | **Defibrillator Cabinet**AC to chase up. The cabinet to be placed at the Post Office. | AC |
| 19c | **Playing Field**This had been cut. It was suggested that the area was mowed every 3 weeks during the summer months. | JB |
| 19d | **Cycle race September 24th2017**PT gave a synopsis of the event with the County responsible for signing off the closure of the roads. This would effectively cut off Cutnall Green and Ombersley and there had been many complaints. So far 15000 cyclists had signed up for the event. It was possible that it would not take place. Further discussions were taking place and PT would report back to the council as soon as possible. | PT |
| 19.1 | **Lengthsman – proposed programme of works** Allowance by Worcs CC for work carried out by lengthsman the same as previous year.DS had moved to Kidderminster and AC would speak to him about his continuing as lengthsman and the work that was required | AC |
| 20. | **Planning** |  |
| 20.1 | Application no: W/16/00319/PPLocation: 3,School Lane:Applicant Mr.&Mrs CarterNo comments from the Council. AC to put his views to Wychavon on a personal basis. |

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

|  |  |
| --- | --- |
| Bank balancesAt 30.04.17 | £ |
| Barclays current account no. 40319465National savings account no. 138040611Nationwide Building Society | 10607.99222.25435.24 |
|  | 11265.48 |

 |  |
| 21.2 |

|  |  |
| --- | --- |
| Payments due – authorisation required | £ |
| AON UK | 619.55 |
|  |  |

 |  |
|  |

|  |  |
| --- | --- |
|  |  |
|  |  |

 |  |
| 22. | **Correspondence for circulation**All correspondence had been circulated.  |  |
| 23.AB | **Items of Parochial Interest**JH reported that Elmley lane had been re-tarmacked. However 13 safety bollards had been erected outside Elmley Lovett church for no obvious reason and he asked if they could be removed. JH to email PT.WB reported that a letter had been sent to residents in Elmley Lovett from Wychavon DC requesting information for a housing needs survey, information including personal financial details. This survey had been prepared by a private company (Knarsboro homes) and many of the residents were not happy with its content. LD explained that housing surveys were important and that Wychavon hadn’t the resources to carry out such a survey.  | JH |
| 24. | **Next meeting**Tuesday 11th July 2017 at 19.30 hours at Cutnall Green & District Memorial Hall. **PLEASE NOTE THERE IS NO MEETING IN JUNE** due to a number of councillors being unable to attend. |  |