

Wyre Piddle Parish Council

Minutes of the Annual General Meeting of the Council held on 29th May 2014 in the Village Hall, Wyre Piddle

Meeting commenced: 8.15 pm - Meeting ended: 8.45 pm

Present: Cllrs D Creedmiles- Naraine, G Smout, J Parsons, R Merchant, N Wood and M Oakley

In Attendance: Mr D M Taverner (Clerk and Responsible Finance Officer)

The Clerk welcomed members of the Council and members of the public to the meeting.

01/05/14 Election of Chairman of the Council for the ensuing municipal year

One nomination for the position of Chairmanship of the Council for the year 2014/15 had been received.

Cllr D Creedmiles-Naraine – proposed by Cllr Parsons and seconded by Cllr Merchant

On being put to the vote it was **resolved unanimously** that Cllr D Creedmiles- Naraine should be elected to serve as Chairman of the Parish Council for the year 2014/15

Cllr Creedmiles- Naraine then signed the relevant declaration of acceptance of office and assumed the Chair for the remainder of the meeting.

02/05/14 Apologies for absence County Cllr Mrs L Tucker

03/05/14 Declarations of Interest for a) the Meeting (Personal and Prejudicial) and b) Any Changes to be Notified to the Registers of Interests and Gifts & Hospitality

No changes to the existing information lodged with the District Council were declared. Cr Naraine declared a pecuniary interest in agenda item 9 as he had made an application for the lengthsman contract. The Clerk declared an interest in agenda item 9 in regard to the performance review of the Clerk and Responsible Finance officer post

04/05/14 Election of Vice - Chairman of the Council for the ensuing municipal year

Cllr D Creedmiles Naraine proposed that Cllr M Oakley should be elected to the post of Vice Chairman for the year 2014/15. This was seconded by Cllr G Smout and it was **resolved unanimously** that Cllr M Oakley should be elected to serve as Vice Chairman of the Council for the year 2014/5

05/05/14 Appointment of Members to represent the Council on the following bodies

Village Hall Committee

Cllr R Merchant proposed that Cllr J Parsons should be appointed to serve as the Council's representative on the Village Hall Committee. Cllr Smout seconded this proposal and it was unanimously **resolved** that Cllr J Parsons be appointed to serve as the Council's representative on the Village Hall Committee for the year 2014/15

Waste Liaison Committee

Following discussion it was agreed that Cllr Oakley would serve as the Council's representative on the Hill & Moor Waste Liaison Committee for the year 2014/15

A review of the list of other Member and volunteer responsibilities was then undertaken as follows;-

	Suggested Lead Member or co opted assistant
Footpaths	Malcom Haden
Village Green Maintenance	Elizabeth and Robert Brownsden
Youth Forum and Children's play facilities	Jane Parsons
Health and Safety / Risk Assessment	Clerk
Play Area inspections	J Parsons and Clerk
Street Lights	Gladys Smout
Planning sub group	All Members of the Council plus C Oakley, M Oakley, E Creedmiles- Naraine R Murray Peters
Throckmorton Liaison	Chairman, Vice Chairman Planning Working Group members

06/05/14 Appointment/ Confirmation of bank signatories

Following discussion it was resolved that the following Members be authorised to sign cheques and authorise other financial transactions on behalf of the Council:-

Any two members from the following list:-

Cllr D Creedmiles-Naraine (Chairman)

Cllr G Smout

Cllr M Oakley

Cllr N Wood

07/05/14 Formation of Committees and Scheme of delegation

The Finance and General Purposes Committee and Planning Committee meet on ad hoc basis to deal with urgent planning and other urgent business including the approval of payments.

The following Members were duly elected to serve on the Committees:-

Finance and General Purposes Committee

Cllr D Creedmiles- Naraine (Chairman)

Cllr M Oakley (Vice Chairman)

Cllr G Smout

Cllr J Parsons

Cllr N Wood

Planning Committee

Cllr D Creedmiles- Naraine (Chairman)

Cllr M Oakley (Vice Chairman)

Cllr G Smout

Cllr J Parsons

Cllr R Merchant

Cllr N Wood

Other Members of the Planning working group will be eligible to attend meetings of the Planning Committee as and when necessary.

Reports from the planning working group meetings will be made direct to the full Council who will approve any recommendations from the group which may arise. Any such recommendations will only be approved by the full Council at a meeting which is open to the public and the press.

08/05/14 Other urgent business

Final accounts and annual audit return

(a) 2013/14 Final accounts

The Clerk presented the previously circulated final accounts report showing the Council's income and expenditure for the year ending 31st March, 2014.

Total expenditure for the year had out turned at £11.9k set against income received totalling some £12.7K. Cash reserves had increased by £0.73k during the year.

Total cash reserves held at 31st March totalled £47.1K of which £40.8K related to the remaining Section 106 contribution held in respect the development of the Poplar Avenue estate

The final accounts report for 2013/14 was accepted and **unanimously approved** by the Council.

(b)The Annual Audit return and Governance statement

The Clerk presented the 2013/14 draft annual audit return and governance statement for Members consideration.

The Council's internal auditor had reviewed each section of the annual governance statement and had agreed that the Council was fully compliant with each of its sections.

The Council then **unanimously approved** the annual governance statement for 2013/14 and the Annual audit return was then signed by the Chairman and the Clerk prior to its submission to the external auditor Grant Thornton LLP

The appointed audit day had been set as 9th July, 2014 and public inspection of the accounts could be made on application to the Clerk.

(c) Payment of Accounts

The following accounts were approved for payment

Cheque number	Payee	£
1087	G Robinson Lengthsman Work	394.30
1088	D Taverner Clerk Salary May	265.07
1089	N power Street Lighting March qtr	137.92
1090	Playsafety Ltd Annual play area inspection	78.00
1091	HMRC PAYE and NAT INS	187.40
1092	New Farm Grounds Mtce Grass cutting	702.00

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09/05/2014 – Maintenance of Open Spaces

Quotations in the sum of £245 and £115 respectively were accepted from KW Boulton for tree works on the Village Green and the Poplar Avenue play area surrounds.

10/05/2014 – Play Area upgrade

It was agreed that details of the planned upgrade of the Poplar Avenue Play area would be displayed on an information point at the Village Fete on 28th June

11/05/2014 – Report of Parish Lengthsman –

The Parish Lengthsman - Gary Robinson had left the meeting before this item was considered and no report had been submitted.

12/5/2014 –Report of Finance & General Purposes Committee-21st May, 2014

The Council unanimously approved the following recommendations of the Finance and General Purposes Committee arising from their meeting on 21st May, 2014

(a) The appointment of Mr Peter Hurst as the Parish Lengthsman with effect from 1st June

(b) The continued employment of the Clerk and Responsible Finance Officer – David Taverner- subject to a further review of the post by the Committee on 31st March, 2015

13/05/2014 Dates of future meetings

Following discussion it was proposed that future meetings of the Council in 2014/15 would take place on:-

2014

Thursday 26 June

Thursday 24 July

Thursday 18 September

Thursday 20 November – Precept setting

2015

Thursday 22 January

Thursday 26 March

Thursday 14 May - Annual General Meeting and Parish Meeting

There being no other business the Chairman closed the meeting at 8.40 pm.

Approved as a true record Chairman
26 June, 2014