**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 8 May 2018 at 19.35 hours** | | | | |
| **Present:** | | | |  | | --- | | J Homer (JH) | | J Bache (JB)  R Pinner(RP)  W Boddy(WB)  W.Waldron(lengthsman)  A Stringer(AS)  N Wright (Clerk)(NW) | | Chairman | | | |
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| **Apologies:** | | | County Councillor P Tomlinson (PT)  A Aston |  | | | |
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| **Distribution** | | | Parish Councillors  District Councillors  County Councillor  Parish notice board |  | | | |
| **Date issued:** | | | 31 May 2018 | | | | |
| **Item** |  | | | | **Action** | |
|  | **Election of Chairperson**  Jane Bache Proposed by: RP, Seconded by JH | | | |  | |
| 2 | **Declaration of acceptance of office by Chairperson**  Jane Bache accepted election. She thanked JH for all his help especially over the last 2 months. | | | |  | |
| 3 | **Election of Vice Chairperson**  Rod Pinner Proposed by: WB, Seconded by JB | | | |  | |
| 4 | **Declaration of acceptance of office by Vice Chairperson**  Rod Pinner 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. | | | |  | |
| 6 | **Droitwich Rural West Local Police report**  None submitted. | | | | **Action** | |
| 7 | **Chairman’s report** None submitted | | | |  | |
| 8 | **Hall Committee Representative report**  JB presented a report. (Attached) | | | |  | |
| 9 | **Playground Warden report**  JB presented a report (attached) | | | |  | |
| 10 | **Tree Warden and Footpaths Warden report**  Combined with the Playground report | | | |  | |
| 11 | **Appointment of Responsible Financial Officer**  N Wright Proposed by: JH, Seconded by JB | | | |  | |
| 12 | **Appointment of Playground Warden**  J Bache Proposed by: WB, Seconded by JH | | | |  | |
| 13 | **Appointment of Tree and Footpaths Warden**  W Boddy Proposed by: JB, Seconded by JH | | | |  | |
| 14 | **Appointment of officers to other bodies:** | | | |  | |
| 14.1 | **Hall Committee Representative**  A Aston Proposed by: JB, Seconded by JH | | | | **Action** | |
| 14.2 | **Appointment to Foster Trust**  **Jane Bache** Proposed by: JH, Seconded by AS | | | |  | |
| 15. | **Appointment of Internal Auditor**  L Moore, CIMA Accountant Proposed by JB, Seconded by JH  All in favour. | | | |  | |
| 16. | **Review of draft Accounts for the year ended 31 March 2018.**  The draft accounts were presented to the meeting. The books were with the internal auditor and were due to be signed off before the next meeting. | | | |  | |
| 17. | **Review and adoption of Financial Regulations and Risk Assessment schedule**  Risk assessments and Financial Regulations had been circulated. Proposed by JB seconded by WB | | | |  | |
| 18. | **Minutes of meeting held on 10th April 2018**  The minutes of the above meeting were approved and signed. | | | |  | |
| 19. | **Matters arising and outstanding actions** | | | |  | |
|  | **VA Sign**  WB reported that the battery had been faulty and that he had sourced 2 replacement batteries for a sum of £125. The committee agreed that he should go ahead and purchase these. | | | |  | |
| 19.a | **Lengthsman**  JB introduced and welcomed Bill Waldron to the meeting. Information on training courses for lengthsmen would be forwarded to him. He suggested that if he didn’t use up the quota allowed by Worcs CC, the remainder perhaps could be used to finance another project. | | | | NW | |
| 19b | **Playing Fields equipment & mowing of the football pitch.**  JB to chase up Kompan equipment, suppliers of the roundabout. Enquiries to be made on whether the New Homes bonus could be used to purchase benches. Tom Rogers is prepared to carry out the mowing again this year. | | | | JB | |
| 19c | **Stile at end of footpath between New Road and the A442**  JB had emailed Wychavon DC about replacing the stile. Awaiting response. | | | | JB | |
| 19d | **Co-operations between adjacent Councils:**  NW had spoken to Sylvia Clift who would welcome anyone to Elmbridge’s meetings. NW to email WB dates of their meetings**.** | | | | NW | |
| 19.e | **Long term plan for Elmley Lovett.**  JB not sure that we need a long-term plan and asked what we were trying to achieve on behalf of those living in the area. WB to jot down a few ideas for further discussion. | | | | WB | |
| 19f | **Vacancy on Council.**  NW to ask Phil Maiden if he is still interested | | | | NW | |
| 20. | **Planning** | | | |  | |
| 20.1 | | There were no planning applications since the last meeting | | | |

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| 21. | **Bank balances and financial transactions requiring authorisation** |  |
| 21.1 | |  |  | | --- | --- | | Bank balances  At 27.05.18 | £ | | Barclays current account no. 40319465  National savings account no. 138040611  Nationwide Building Society | 6488.74  222.25  435.24 | |  | 7146.23 | |  |
| 21.2 | |  |  | | --- | --- | | Payments due – authorisation required | £ | | BHIB Ins | 549.94 | | T Rogers | 144.00 | |  |
|  | |  |  | | --- | --- | | CALC | 112.99 | |  |  | |  |
| 22. | **Correspondence for circulation**  All correspondence had been circulated. |  |
| 23 | **District Councillor’s Report**  No Councillor present |  |
| 24 | **County Councillor’s Report**  No Councillor present |  |
| 25 | **Items of Parochial Interest:**   * JH asked about the hedge opposite the church drive and whose responsibility it was to keep it cut. JH to ask Martin Needham. * Visit to Incinerator: JB had been very impressed on a recent visit to the site. It had been very clean with no obvious waste. The plant was up to capacity now with no traffic problems. * WB asked about the metal container in the corner of the playing fields. JB to check with Bernard Brown who was going to remove it. * There was a report of rubbish being dropped on the Knowle. * JH asked about the blue container at Tinkers cottage, and whether we had had a reply from Wychavon DC. * JH asked about a contribution to Elmley Lovett church. To be discussed at the next meeting. | JH  NW |
| 26 | **The Meeting closed at 8.50pm** |  |
| 24. | **Next meeting**  Tuesday 12th June 2018 at 19.30 hours at Cutnall Green & District Memorial Hall. |  |