

## **DODFORD WITH GRAFTON PARISH COUNCIL**

### **Draft Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Thursday 19 May 2011 in Dodford Village Hall**

**Present:** Cllrs Vic Dawson, Richard Harper, Rachel Jennings, Terence Lee, Alwyn Rea, Richard Scott and Clerk Kay Stone

#### **1. Councillor's Declaration of Acceptance of Office**

All Councillors read out and signed their Declaration of Acceptance of Office with the Clerk adding her signature. It was agreed that Councillors would discuss co-option of an additional Councillor in the interim.

#### **2. Election of Chairman and Chairman's Declaration of Acceptance of Office**

Cllr Richard Harper proposed Cllr Alwyn Rea as Chairman and Cllr Vic Dawson seconded. The Chairman then read out the Declaration of Acceptance Office and signed the declaration with the Clerk adding her signature.

#### **3. Election of Vice Chairman and Vice Chairman's Declaration of Acceptance of Office**

Cllr Alwyn Rea proposed Cllr Richard Harper as Vice Chairman and Cllr Vic Dawson seconded. The Vice Chairman then read out the Declaration of Acceptance Office and signed the declaration with the Clerk adding her signature.

#### **4. Register of Members' Interests**

Councillors completed, updated and signed Register of Members' Interest forms and submitted to the Clerk.

#### **5. Apologies for absence**

Apologies were received District Councillor Brian Lewis and County Councillor Sheila Blagg.

#### **6. Declarations of interest**

None.

#### **7. Membership of Committees and Organisations**

- i. Membership of the Planning Committee was agreed as follows:

Cllr Dawson  
Cllr Harper  
Cllr Jennings  
Cllr Lee  
Cllr Rea  
Cllr Scott

- ii. It was agreed that Cllrs Harper and Rea would continue as the Council's representatives on Worcestershire CALC
- iii. Cllr Harper was nominated to be the Council's representative on the Village Hall Committee and if unable to attend then Cllr Dawson would attend

## **8. Planning Committee**

Date of first meeting of the new Planning Committee to take place on Tuesday 31 May at 10.30am.

## **9. Minutes of previous meeting**

Minutes of the previous Annual General Meeting held on 27 May 2010 were available at the meeting and Cllr Harper proposed the acceptance of these Minutes. Cllr Dawson seconded and they were signed as a true record.

## **10. Finance**

- i. The Council's internal financial controls were reviewed and it was agreed that the quarterly bank reconciliation would be overseen by Cllr Dawson; Cllr Scott would be the third signatory for cheques. Clerk to obtain forms from the Bank; Circulated minutes would be numbered in succession, and the Annual Risk Assessment was duly signed by the Chairman
- ii. Approval of the Accounts for 2010/2011 was proposed by Cllr Dawson, seconded by Cllr Scott and signed by the Chairman and Clerk
- iii. Approval of the Council's Insurance was proposed by Cllr Dawson and seconded by Cllr Scott
- iv. Payments due for May set out in a schedule circulated by the Clerk were approved

The meeting closed at 7.15 pm.

Signed.....Chairman