

DODFORD WITH GRAFTON PARISH COUNCIL

Draft Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Thursday 24 May 2012 in Dodford Village Hall

Present: Cllrs Vicky Churchill, Richard Harper, Rachel Jennings, Terence Lee, Alwyn Rea, Richard Scott, Clerk Kay Stone and one member of the public

1. Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Scott proposed Cllr Rea as Chairman and Cllr Lee seconded. The Chairman then signed the declaration with the Clerk adding her signature.

2. Election of Vice Chairman and Vice Chairman's Declaration of Acceptance of Office

Cllr Lee proposed Cllr Richard Harper as Vice Chairman and Cllr Jennings seconded. The Vice Chairman then signed the declaration with the Clerk adding her signature.

3. Councillor's Declaration of Acceptance of Office

All Councillors signed their Declaration of Acceptance of Office 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 from Cllr Dawson, reasons for which were accepted.

6. Declarations of interest

None

7. Membership of Committees and Organisations

- i. Membership of the Planning Committee was agreed as follows:
 - Cllr Churchill
 - 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 and if unable to attend then Cllr Churchill would attend.
- iii. The Village Hall Committee is no longer having individual representatives on the Committee.
- iv. It was suggested that a representative should sit on the School Board of Governors and the Clerk was asked to contact the School Head.

8. Neighbourhood Watch Co-ordinator

Phil Richardson was happy to continue in this post and the Parish Council thanked him for his work.

9. Minutes of previous meeting

Minutes of the previous Annual General Meeting held on 19 May 2011 were available at the meeting and Cllr Lee proposed the acceptance of these Minutes. Cllr Scott seconded and they were signed as a true record. The Clerk was requested to circulate the 2012 Minutes immediately after the meeting. *(Post meeting note – The Clerk was able to confirm to the Parish Council that she had done this in 2011)*

10. Finance

- i. The Council's internal financial controls and the Annual Risk Assessment were reviewed. The Clerk brought to the Parish Council's attention the Auditor's request that two items should be added to the Annual Risk Assessment after which both documents were signed by the Chairman.
 - a. Councillors signing cheques should also sign the monthly financial report
 - b. Acknowledgement from organisations to whom grants have been given to should be sought (and included in the Audit).
- ii. Approval of the Accounts for 2011/2012 was proposed by Cllr Harper, seconded by Cllr Scott and signed by the Chairman and Clerk.
- iii. Approval of the Council's Insurance was unanimously accepted by the Council.
- iv. Approval of the payments due for May set out in a schedule circulated by the Clerk were proposed by Cllr Rea and seconded by Cllr Churchill.

11. Parking restrictions Priory Road / Fockbury Road

Worcestershire County Council Highway's proposal was accepted by the Parish Council with the request that the position should be reviewed once the restriction is in place. The Parish Council would also request that Conservation lines be painted. Cllr Harper registered his objection to this urbanisation.

12. Correspondence received – for information

Items of correspondence received since the last meeting was noted from which the Clerk was asked to reply to Hagley Parish Council suggesting they mention their concern over policing issues to the Chief Constable at the CALC area meeting on 6 June. The Clerk brought to Parish Councillors attention the request to attend the new Code of Conduct training on either 13 June (Bromsgrove); 18 June (Redditch) or 20 June (Bromsgrove) and asked Councillors to advise her of the date they wished to attend.

13. Councillors items

Cllr Scott reported on his attendance at the election of Cllr Janice Boswell

The meeting closed at 7.30 pm.

Signed.....Chairman