

DODFORD WITH GRAFTON PARISH COUNCIL

Draft Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Thursday 23 May 2013 in Dodford Village Hall

Present: Cllrs Vicky Churchill, Rachel Jennings, Alwyn Rea, Richard Scott, Clerk Kay Stone, in attendance David Valentine and four members of the public

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

Cllr Scott proposed Cllr Rea as Chairman and Cllr Jennings 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 Rea proposed Cllr Vic Dawson as Vice Chairman and Cllr Jennings seconded.

3. Councillor's Declaration of Acceptance of Office

All Councillors signed their Declaration of Acceptance of Office with the Clerk adding her signature.

4. Co-opted Councillor's Declaration of Acceptance of Office

David Valentine signed his Declaration of Acceptance of Office with the Clerk adding her signature.

5. Register of Members' Disclosable Pecuniary Interests

The Clerk reminded Councillors that it is their responsibility to amend their Register of Members' Disclosable Pecuniary Interests during the year as changes arise and submit them to Bromsgrove District Council. Cllr Jennings and Cllr Scott updated their forms.

6. Apologies for absence

Apologies were received from Cllr Dawson, Cllr Lee and District Councillor Brian Lewis, reasons for which were accepted.

7. Declarations of interest

- i. None
- ii. None

8. Membership of Committees and Organisations

- i. Membership of the Planning Committee was agreed as follows:
 - Cllr Churchill
 - Cllr Dawson
 - Cllr Jennings
 - Cllr Lee
 - Cllr Rea
 - Cllr Scott

- Cllr Valentine
- ii. It was agreed that Cllrs Rea and Churchill would continue as the Council's representatives on Worcestershire CALC.

9. Neighbourhood Watch Co-ordinator

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

10. Minutes of previous meeting

Minutes of the previous Annual General Meeting held on 24 May 2012 were available. The Minutes had been proposed, seconded and signed as a true record at the June 2012 meeting.

11. Finance

- i. The Council's internal financial controls and the Annual Risk Assessment were reviewed after which both documents were signed by the Chairman.
- ii. Approval of the Accounts for 2012/2013 was proposed by Cllr Churchill, seconded by Cllr Jennings and signed by the Chairman and Clerk.
- iii. Renewal 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 Scott.

12. Correspondence received – for information

Items of correspondence received since the last meeting was noted. The Chairman read out the letter received from the Internal Auditor, Diane Malley, announcing she was satisfied with the Parish Council's accounting records and procedures.

13. Councillors items

- i. Timberhonger Lane has been resurfaced.
- ii. The hedge at the corner of Priory Road and Warbage Lane is being reduced in height.

The meeting closed at 7.10 pm.

Signed.....Chairman