

## **DODFORD WITH GRAFTON PARISH COUNCIL**

### **Draft Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Monday 19 May 2014 in Dodford Village Hall**

**Present:** Cllrs Vicky Churchill, Rachel Jennings, Terence Lee, Alwyn Rea (Chairman), Richard Scott (for the last part of the meeting) and David Valentine

**In attendance:** District Councillor Brian Lewis, Clerk Kay Stone and three members of the public

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

Cllr Lee proposed Cllr Rea as Chairman and Cllr Churchill 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 Jennings proposed Cllr Vicky Churchill as Vice Chairman and Cllr Rea 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. Apologies**

Cllr Richard Scott for the early part of the meeting, reasons for which were accepted.

#### **5. Declarations and Register of Interests**

The Chairman reminded Councillors of the need to update their register of interests

- i. None declared
- ii. None declared

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

- i. It was proposed by Cllr Jennings and seconded by Cllr Churchill to renew CALC membership for 2014/2015
- ii. It was agreed that Cllrs Rea and Churchill would continue as the Council's representatives on Worcestershire CALC
- iii. Membership of the Planning Committee was agreed as follows:
  - Cllr Churchill
  - Cllr Jennings
  - Cllr Lee
  - Cllr Rea
  - Cllr Scott
  - Cllr Valentine

#### **7. Neighbourhood Watch Co-ordinator**

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

#### **8. Minutes of previous meeting**

Approval of the Minutes for the Parish Council meeting held on 24 April 2014 was proposed by Cllr Churchill and seconded by Cllr Valentine after which they were signed by the Chairman as being a true record.

## 9. Finance

- i. It was proposed by Cllr Rea and seconded by Cllr Valentine to adopt the revised Financial Regulations as per NALC
- ii. The Council's internal financial controls and internal audit arrangements were reviewed and signed by the Chairman.  
It was proposed that the Annual Risk Assessment should include that the Parish Council's laptop to be PAT tested and that a fire extinguisher be bought. The Clerk to amend the Annual Risk Assessment presented at the meeting and to produce a revised version at the June meeting for agreement and signing
- iii. The Clerk read out the letter received from the Internal Auditor, Diane Malley, announcing she was satisfied with the Parish Council's accounting records and procedures with the advice from the Auditor that the reserves are now starting to become quite low and the Council needs to monitor this closely during the year. Approval of the Accounts for 2013/2014 was proposed by Cllr Rea, seconded by Cllr Lee and signed by the Chairman and Clerk
- iv. Deposit account as at 30 April 2014 - £12,738.12  
Current account as at 30 April 2014 - £818.35  
Payments - Acceptance proposed by Cllr Churchill and seconded by Cllr Valentine:
  - a. Clerk's salary - £285.66
  - b. Expenses - £228.54 (Use of telephone and internet line £5; Storage £5; Travel 30 miles @ 45p/mile £13.50; Postage £181.37 and Stationery £23.67)
  - c. HMRC - £71.40
  - d. Allen Farnsworth (Lengthsman duties) - £192.00
  - e. Adam Taylor Services (work on Bungay Lake Lane ditches) - £500.00  
At this point it was agreed by the Parish Council that the total of £500 should come out of the contingency budget
  - f. Worcestershire CALC (2014/2015 membership) - £323.37
  - g. Bromsgrove District Council (labels for Annual Report mailing) - £16.90
  - h. Diane Malley (fee for internal audit) - £55

## 12. Correspondence received – for information

Items of correspondence received since the last meeting was noted. The Clerk was asked to include the request for a footpath on the A448 on the agenda for the June meeting.

## 13. Councillors items

- i. At this point Cllr Scott joined the meeting and signed his Declaration of Acceptance of Office with the Clerk adding her signature
- ii. Cllr Valentine gave his report on the recent accident at The Crossroads with the suggestion of bollards being placed at this junction. The Clerk was asked to send the report to Safer Roads Partnership, West Mercia Police, Worcestershire County Council and County Councillor Sheila Blagg
- iii. Cllr Lee reported on various recent opportunist burglaries
- iv. Cllr Jennings reported on excessive noise at the Dodford Inn Steam Rally and District Councillor Brian Lewis offered to find out what the license conditions are and if appropriate take the matter up with the enforcement department

The meeting closed at 7.40 pm.

Signed.....Chairman