

**ABBOTTS ANN PARISH COUNCIL
MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON
THURSDAY 14th MAY 2015
8.00PM AT THE ABBOTTS ANN WAR MEMORIAL HALL**

Present: Parish Councillors Griffiths, Sims, Hayter, Mrs Coffey, Mrs Deacon, Mrs Bleeker and Mrs Howard

22 members of the public

Minutes: Mrs A Taylor – Locum Clerk

Apologies: County Councillor Gibson

ITEM		ACTION
1	<p>Councillors signed and accepted the 'Declaration of Acceptance of Office', witnessed by the locum Clerk.</p> <p>Councillors to Elect a Chairman Cllr Mrs Howard proposed Cllr Griffiths as Chairman. Cllr Mrs Coffey seconded. 4 agreed. Cllr Mrs Bleeker proposed Cllr Hayter as Chairman Cllr Hayter seconded, 1 agreed.</p> <p>Cllr Griffiths accepted the position of Chairman and signed the declaration and acceptance of office. Clerk witnessed.</p> <p>The roles and responsibilities of the Chairman were discussed.</p>	NOTE
2	<p>Councillors to Elect a Vice Chairman Cllr Sims proposed Cllr Howard as Vice Chairman Cllr Deacon seconded, all agreed. Cllr Howard accepted the position of Vice Chairman and signed the declaration and acceptance of Office. Clerk witnessed.</p>	NOTE
3	<p>Apologies for Absence County Councillor Gibson presented his apologies.</p>	
4	<p>Declarations of Interest to be made None declared.</p>	
5	<p>Councillors to propose acceptance of the minutes to be a record of the meeting held on 9th April 2015 and the meeting held on 5th May 2015 Cllr Hayter requested the comment made in reference to the defibrillator was struck from the minutes as it was a future activity. Borough Cllr Mrs Flood advised that there was not an offer to provide a sign, but an enquiry to the possibility. All Cllrs noted that the meeting held on 5th May 2015, was to carry out urgent business only. Cllr Sims proposed the minutes from the meeting held on 9th April are accepted as a record of proceedings. Cllr Mrs Howard seconded. All agreed.</p> <p>Cllr Mrs Deacon proposed the minutes from the meeting held on 5th May are accepted as a record of proceedings. Cllr Sims seconded, all agreed.</p> <p>Cllr Griffiths signed and dated both sets of minutes to confirm the resolution to accept both sets as a correct recording of proceedings.</p>	

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6	<p>Locum Clerk to report the actions carried out following the meeting held on 5th May 2015</p> <p>4: Clerk reported that the maintenance man had been requested to cut back the overgrowth on all three footpaths as discussed.</p> <p>4: Clerk obtained a quotation for the purchase of a further green dog bin. Costs were provided to Cllrs of £316.11 excl. VAT. A member of the public advised that the landowner had been approached for the bin to be installed at outside the Church Car Park.</p> <p>5b: Clerk to complete the VAT Reclaim. Draft model standing orders and financial regulations have been provided to all Cllrs and is an item for deliberation on the agenda. Adoption of an updated recruitment procedure is required to allow commencement of the recruitment process for a new Clerk. Clerk is in possession of the required documents as set out in the Internal Auditors report, but it is recommended the new Clerk, once employed, obtains their own copy.</p> <p>A copy of all documents, as requested within the Internal Audit report, has been received by the Internal Auditor.</p> <p>Clerk to provide a copy of the Internal Auditors report to all Cllrs.</p> <p>6: Planning responses as resolved at the meeting, as set out in item 6 were submitted to TVBC.</p> <p>8: Clerk informed the Council that they are not in a position to make a proposal to remunerate the volunteer who carried out the financial detail for the audit process.</p>	CLERK CLERK
7	<p>Councillors to agree sub committees and members, if any</p> <p>Members discussed the pros and cons of having sub committees. Councillors were in full agreement to continue with all decisions and responsibilities to be kept to all Council members.</p>	NOTE
8	<p>Councillors to propose a schedule of meetings for the new financial year</p> <p>Cllr Mrs Coffey proposed the first Thursday of the month, excluding August will host the Parish Council meetings. Cllr Mrs Bleeker seconded.</p> <p>Clerk will produce a schedule of meetings, which will allow a future proposal to hold a number of these meetings at Burghclere Down.</p> <p>Cllr Hayter proposed the Annual Parish Assembly be held on 7th April 2016. Cllr Deacon seconded, all agreed. The Annual General Meeting was agreed to be held on 5th May 2016.</p>	CLERK
9	<p>Councillors to propose adoption of revised Standing Orders and Financial Regulations of the Parish Council</p> <p>Cllr Griffiths proposed this item is deferred to the next meeting. Cllr Hayter seconded, all agreed.</p>	CLERK
10	<p>Councillors to propose the adoption of a recruitment procedure and commence the recruitment for a permanent Clerk and Responsible Financial Officer</p> <p>Cllr Hayter proposed requesting HALC provide a step by step procedure for the recruitment of a Clerk, Cllr Sims seconded, all agreed.</p>	CLERK
11	<p>Finance:</p> <p>a. Councillors to approve and agree the accuracy of the financial statement for the period 1st April to 30th April 2015</p>	

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	<p>Cllr Mrs Deacon, Cllr Sims seconded, all agreed.</p> <p>b. Councillors to propose and complete relevant forms to amend the signatories of the bank accounts</p> <p>Cllr Griffiths proposed all members become signatories. Cllr Sims seconded, all agreed.</p>	<p>NOTE</p> <p>CLLRS</p>
12	<p>Councillors to propose Agenda items necessary for the next Parish Council meeting to be held on 4th June 2015</p> <p>Cllr Hayter to propose an Annual Parish Assembly is held in Burghclere Down on occasion.</p> <p>Mr Howard spoke from the floor about the maintenance plan for the churchyard.</p> <p>Cllrs to propose a Church yard maintenance plan To propose Church Path maintained and a new cycle path sign Cllr Mrs Deacon to propose the Parish Council provides public liability insurance for the fete.</p>	<p>CLERK</p>

Meeting closed at 10.24pm