

# Cookley & WALPOLE PARISH COUNCIL

**An Annual General Meeting of the Parish Council was held on Tuesday, May 19th 2015 in the Pavilion, Walpole at 9-10pm.**

## **Minutes:**

### **Present:**

Cllr. David Cask (Chairman), Cllr. Mike Porter (Vice-Chairman), Cllr. Rob Chase, Cllr. Nick Jarvis, Cllr. Zoé Mair, Cllr. Ian Newton, Cllr. John Winter and Cllr. David Whitwood:

### **Apologies:**

Cllr. Michael Bygrave; Cllr. Anne Thomas; County and District Councillor Stephen Burroughes:

### **To confirm receipt of all Members Acceptance of Office:**

All Councillors present completed their acceptance of office.

### **To elect a Chair for 2015 – 2016 and receive the Chair's Declaration of Acceptance of Office:**

Councillor D. Cask was the only nomination and was elected unopposed.

Proposer: Cllr. M. Porter:

Seconder: Cllr. Z. Mair:

### **To elect a Vice-Chair for 2015 - 2016:**

Councillor M. Porter was the only nomination and was elected unopposed.

Proposer: Cllr. D. Whitworth:

Seconder: Cllr. I. Newton:

### **To appoint a Responsible Finance Officer for 2015 - 2016:**

The Clerk, Paul Widdowson, was appointed.

### **Apologies for Absence:**

Cllr. Michael Bygrave, Cllr. Anne Thomas and County and District Councillor Stephen Burroughes

### **To receive declarations of interest and confirm Members have all registered their interests:**

Cllr. Z. Mair & Cllr. M. Porter declared continuing pecuniary interests in any CEA matters: These members were permitted to discuss and vote on these matters through a previous resolution.

### **To arrange the co-option of two members from Walpole Parish:**

The Councillors agreed to look for two people to propose as Councillors.

### **To receive a report from the County and District Councillors:**

The Clerk said that he had County and District Councillor Report and would email it to all

**Council Appointments 2015/16:**

**Independent Internal Auditor:**

It was agreed to leave this appointment to the Clerk.

**Councillor Portfolio Holders:**

The following Councillors were appointed:

Highways:	Cllr. M. Porter
Planning:	Cllr. Z. Mair
Footpaths:	Cllr. N. Jarvis
Transport:	Cllr. D. Cask

The Emergency Officer and Tree Officer were left vacant although Cllr. Z. Mair and Cllr. M. Porter would fulfil the Tree Portfolio until a permanent appointment can be made.

**Annual Accounts for year ended March 31<sup>st</sup> 2015: To receive Unaudited Accounts.**

The Clerk said that the outgoing clerk has retained the accounts as they are being internally audited and then will be externally audited. He circulated ten copies of the unaudited accounts.

The Clerk reported that on April 7<sup>th</sup> the accounts had the following amounts in them:

Community Account	£4 442-56
Business Savings Account	£1 095-21

The Clerk noted that since April 7<sup>th</sup>, there had been some payments made from the Community Account.

**Review of Standing Orders: To consider any changes needed.**

It was agreed that no changes were needed especially as the Standing Orders had only been recently revised and accepted.

**Review of Financial Standing Orders: To consider any changes needed.**

It was agreed that no changes were needed but the Clerk would review them.

**Arrangements for future meetings and dates.**

The Clerk said that there was a poster on the noticeboard with dates of the 2015 Meeting Dates. The Council's Meeting Dates for the rest of 2015 are as follows:

June 16<sup>th</sup>, July 21<sup>st</sup>, September 15<sup>th</sup>, October 20<sup>th</sup> and November 17<sup>th</sup>.

**The Meeting ended at 9-30pm.**