

**WEST WINCH PARISH COUNCIL
MINUTES OF ANNUAL COUNCIL MEETING HELD ON 15TH MAY 2014**

The above meeting was held at the Village Hall, William Burt Centre, commencing at 7.33pm

PRESENT: Cllr P Foster, Cllr D Burke, Cllr P Burt, Cllr Mrs M Summers, Cllr J Lockwood, Cllr J Lamb, Cllr B Thrower, Mrs J Close (Clerk) and Borough Councillor Mrs J Leamon,

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Lamb that Cllr Foster be elected as Chairman for the forthcoming year and this was seconded by Cllr Mrs Summers. There were no other nominations and all those present were in favour of Cllr Foster being elected.

2. SIGNING OF THE ACCEPTANCE OF OFFICE

Cllr Foster duly signed the Acceptance of Office which was countersigned by the Clerk.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Skerritt and Cllr Dell.

4. ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Lamb that Cllr Mrs Summers be elected as Vice Chairman for the forthcoming year and this was seconded by Cllr Foster. There were no other nominations and all those present were in favour of Cllr Mrs Summers being elected.

5. TO CONFIRM MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 16TH MAY 2013

Cllr Burke proposed and Cllr Mrs Summers seconded with everyone in favour of the minutes being a true and correct record and were duly signed.

6. TO REPORT MATTERS ARISING

There were no matters arising.

7. TO DISCUSS THE CURRENT STANDING ORDERS AND FINANCIAL REGULATIONS AND ANY CHANGES REQUIRED

There were no amendments or requirements for amendments to the Standing Orders or Financial Regulations.

8. TO CONSIDER THE CURRENT TERMS OF REFERENCE FOR THE SIX COMMITTEES

Planning Committee – It was agreed no change was required

Finance Committee – It was agreed no change was required

Street Lighting Committee – It was agreed no change was required

Playing Fields and Maintenance Committee – It was agreed no change was required

Consultation Committee – It was agreed no change was required

Inter-village Games Committee – It was agreed no change was required

9. TO APPOINT AT LEAST FOUR COUNCILLORS (INCLUDING A CHAIR) ONTO EACH PARISH COUNCIL COMMITTEE

Each Council Committee was discussed and it was agreed that the Committees comprise of the following councillors, with the Chair and Vice Chair of the PC being automatic members of each Committee. As the Parish Council needed to co-opt up to 3 councillors, vacancies will remain within each Committee until co-options take place.

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a) Finance (and Grants) Committee Cllr Lamb (Chair), Cllr Thrower, Cllr Foster, **vacancy**

b) Street Lighting Committee Cllr Dell (Chair), Cllr Burke, Cllr Lockwood **vacancy**

c) Playing Field Committee Cllr Burt (Chair) Cllr Thrower, Cllr Skerritt, Cllr Lockwood

d) Planning Committee Cllr Mrs Summers (Chair), Cllr Dell, Cllr Burt, Cllr Thrower.

e) Consultation Committee G Dell (Chair), Cllr Burke, Cllr Lamb, **vacancy** Cllr Dell was not present for his nomination and once co-options take place this role will be revisited

f) Health and Wellbeing Committee Cllr Burke (Chair), Cllr Dell, Cllr Lockwood, **vacancy** with assistance from Mrs W Galley (parishioner), Cllr Skerritt and Parish Clerk as required

10. TO APPOINT PARISH REPRESENTATIVES ONTO OUTSIDE GROUPS

a) Hall Management Committee. Cllr Burke agreed to continue as PC representative. This was agreed by all present.

b) Neighbourhood Planning Steering Group (West Winch/North Runcton) Cllr Mrs Summers (Vice Chair of Group), Cllr Burt and Parish Clerk

c) Internal Drainage Board Cllr Thrower will continue in this role representing the PC.

11. ACCOUNTS & FINANCE

The Clerk explained the statement of accounts for year ending 31st March 2014 and that the accounts had been to internal audit and had been found in order and duly signed by the auditor. Cllr Lockwood proposed that the accounts and annual governance statement be approved for the previous year and Cllr Lamb seconded with everyone in favour. The paperwork was duly signed by the Chairman and Clerk. These accounts will now be sent to the external auditor, Mazars.

12. The meeting closed at 7.45 pm.

Signed _____

Dated _____