

ANNUAL COUNCIL MEETING

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
TUESDAY 19TH MAY 2015 AT 7.00PM
WOULDHAM VILLAGE HALL**

Present: Cllr R Stone (Chairperson for 2014-15)
Cllr J Head (Chairperson for 2015-16)
Cllrs D Adams, K Aspinall, R Fitzwater, T Fulwell, G Goode, A Marr and D Parris

In Attendance: 12 members of public

		ACTION
1	APOLOGIES There were apologies from Borough Cllr R Dalton & Borough Cllr D Davis	
2.	Appoint a Temporary Clerk for the Meeting Cllr Aspinall offered to act as Temporary Clerk to undertake the minutes for the ACM and Parish Council Meeting, all Cllrs agreed.	
3.	CHAIRPERSON’S REPORT The Chairpersons Report for 2014-15 was not yet available – the final report is to be forwarded via e-mail at a later date from Richard Stone.	R Stone
4.	APPOINTMENT OF CHAIRPERSON Cllr Fulwell nominated Cllr Head and this was seconded by Cllr Parris. No other nominations were given for the position of chairperson. All Cllrs were in support of this nomination. Cllr Head was duly elected Chairperson of the Parish Council for the year 2015-16. At this point, the previous Chairperson – Richard Stone, effectively stepped down from the role of Chairperson and handed over to the newly elected Chairperson of Wouldham Parish Council. Richard Stone handed over the keys, files, memory sticks holding the parish documents and other relevant details. Cllr Head then took the Chair and sought nominations for the post of Vice Chairperson of the Parish Council.	
5.	APPOINTMENT OF VICE-CHAIRPERSON Cllr Head nominated Cllr Fulwell and this was seconded by Cllr Parris. Cllr Adams nominated Cllr Fitzwater but Cllr Fitzwater declined. A vote was therefore taken with 6 votes for Cllr Fulwell. Cllr Fulwell was duly elected Vice Chairperson of the Parish Council for the year 2015-16.	
6.	DECLARATION OF ACCEPTANCE OF OFFICE: The Chairperson, Vice Chairperson and Councillors prior to continuing the business of the Parish Council, then signed the Declaration of Acceptance of Office, witnessed by the Cllr Aspinall, being the temporary Proper Officer of the Parish Council for the meeting, as our Parish Clerk has left their service to the council, as of 13 May 2015. Cllr Aspinall then signed the Declaration of Acceptance of Office, witnessed by the Chairperson.	

<p>7.</p>	<p>COUNCILLORS DUTIES: To Appoint Cllrs to Working Groups/Committees: The Chairperson proceeded to discuss and request that councillors would carry out responsibilities for 2015-2016. The Chairperson listed the working groups required and the following responsibilities were accepted by the following Cllrs:</p> <p>7.1 Planning Committee – Cllr Fulwell, Cllr Goode, Cllr Adams and Cllr Fitzwater 7.2 Peters Village Consultation Group – Cllr Head and Cllr Fulwell 7.3 Village Hall Committee – Cllr Fulwell, Cllr Adams and Cllr Aspinall – (possibly Cllr Head, Terms of Reference for the Village Hall will need to be consulted for compliance). 7.4 New Village Hall Fundraising Committee – Cllr Fulwell and Cllr Aspinall</p>	
<p>8.</p>	<p>COUNCILLORS DUTIES: To Appoint Cllrs to the following responsibilities: The Chairperson proceeded to discuss and request that councillors would carry out responsibilities for 2015-2016. The Chairperson listed the duties required and the following responsibilities were accepted by the following Cllrs:</p> <p>8.1 Allotment Association – PC Contact – Cllr Marr 8.2 BAM Nuttall/Peters Village Site – Emergency Contact – Cllr Head & Cllr Fulwell 8.3 Community Payback Service Co-ordinator – Cllr Head 8.4 Church News – Cllr Parris 8.5 Flooding / Riverside – EA Contact for Flood Alerts - Cllr Head 8.6 Footpaths – Cllr Goode 8.7 Litter/Cleaning – Cllr Head 8.8 Highways & Verges – Cllr Parris 8.9 Parish Website/Social Media Co-ordinator – Cllr Aspinall (& James Rutherford) 8.10 Recreation Ground & Insurance Risk Assessment – Cllr Parris 8.11 Street Lighting – Cllr Adams 8.12 Wouldham Common – Cllr Adams and Cllr Goode 8.13 School Governor/Liaison - Cllr Adams 8.14 Pre School Liaison – Cllr Aspinall 8.15 Youth Club Liaison – Cllr Marr 8.16 Henry Peters Trust – Cllr Fitzwater 8.17 Neighbourhood Watch Liaison – Cllr Aspinall</p>	
<p>9.</p>	<p>WOULDHAM PARISH COUNCIL BANK ACCOUNTS 9.1 Agree bank signatories :- Natwest Current and Reserve Account Nationwide Savings account Cllr Head, Cllr Fulwell and Cllr Adams</p>	
<p>10.</p>	<p>FUTURE FULL COUNCIL MEETING DATES: All Agreed – See attached list of dates</p>	
<p>11.</p>	<p>MEMBERS OF THE PUBLIC: The members of the public did not have any questions at this point as the Parish Council Meeting would resume directly after the ACM.</p> <p>The Annual General Meeting closed at 7.40 pm and the normal monthly meeting of the Parish Council commenced.</p>	