

## BRAMLEY PARISH COUNCIL

### Minutes of the Annual General Meeting of the Council

<b>Date:</b>	<b>Thursday 14<sup>th</sup> May 2015</b>	<b>Time:</b>	<b>7.30pm</b>
<b>Place:</b>	<b>Clift Meadow Pavilion</b>		
<b>Present:</b>	Cllr Durrant (Chair)	Cllr Bell (Vice Chair)	
	Cllr Wright	Cllr Ansell	
	Cllr Clarke	Cllr Capel	
	Cllr Lane	Cllr Marshall	
<b>In attendance:</b>	Maxta Thomas (Clerk)	11 members of public	
<b>Apologies:</b>	Cllr Murphy		

#### *Action*

**Cllr Durrant opened the meeting. He then stood down as Chair and the Vice Chair took control of the meeting**

#### **1. Election of Chairman**

Cllr Lane proposed and Cllr Capel seconded the proposal that Cllr Durrant be elected as Chairman. This was agreed unanimously. Cllr Durrant duly took the position and took over to chair the meeting.

#### **2. Election of Vice-Chair**

Cllr Bell volunteered to stand as Vice-Chair. This was seconded by Cllr Capel and agreed unanimously.

#### **3. Apologies for absence**

Apologies were received from Cllr Murphy.

#### **4. To appoint representatives to committees and other organisations as follows:**

##### **a) Clift Meadow Trust**

The proposal was made by Cllr Durrant and seconded by Cllr Lane that Cllr Capel be re-appointed. The proposal was agreed and carried unanimously.

##### **b) Village Hall Trust**

There is currently no PC representative to the Village Hall Trust. Cllr Durrant proposed postponing the decision until the ordinary meeting on Monday 18<sup>th</sup> May. Agreed unanimously.

##### **c) Police & Neighbourhood Watch Panel**

Cllrs Lane & Marshall both volunteered as PC representatives. Cllr Durrant proposed the motion, and Cllr Capel seconded. Agreed unanimously.

##### **d) Basingstoke District Association of Parish & Town Councils**

The proposal was made by Cllr Durrant and seconded by Cllr Lane that Cllr Ansell should be appointed. This was agreed unanimously

##### **e) Finance Committee**

Cllr Durrant noted that the Finance Committee had met only rarely in the last 18 months due to the Council not being at full strength. He asked all councillors to consider getting involved in the committee.

Cllr Marshall volunteered to stand as chair of the committee. Cllr Durrant propped the motion, and Cllr Lane seconded it. Carried unanimously. Cllrs Murphy and Durrant noted that they were happy to stand on the Finance Committee.

**f) Planning Committee**

Cllr Durrant noted that the Planning Committee has not met in the last 18 months due to the Council not being at full strength. He asked all councillors to consider getting involved in the committee. This will be on the agenda for a full discussion at a future PC meeting.

**g) Neighbourhood Development Plan Working Group**

It was proposed by Cllr Wright and seconded by Cllr Marshall that Cllr Bell continues as Chair to the Working Group. Unanimously agreed.

**h) Education & Schools**

The proposal was made by Cllr Durrant and seconded by Cllr Lane that Cllr Ansell be re-appointed. This was agreed unanimously.

**i) Allotments & Burial Ground**

The proposal was made by Cllr Wright and seconded by Cllr Marshall that Cllr Ansell be re-appointed. This was agreed unanimously.

**5. Resolution that all Councillors be authorised to sign cheques/authorise online payments**

It was proposed by Cllr Marshall and seconded by Cllr Wright that all councillors be authorised to sign cheques and authorise online payments. This was unanimously agreed. The Clerk noted that three signatories are required for cheque payments, and asked whether the same level of authority was required for online payments. This is to be discussed at a later meeting. Clerk to update the bank mandate in the meantime.

*Clerk*

**6. Appointment of Responsible Financial Officer**

The proposal was made by Cllr Durrant and seconded by Cllr Capel that the Clerk Maxta Thomas continues as the RFO. Agreed unanimously.

**7. Review standing orders and financial regulations**

The Standing Orders were reviewed and formally adopted in September 2014. The financial regulations have been reviewed and were formally adopted in March 2015. These will both need to be reviewed next in 2016/17. This was unanimously approved.

**12. Meeting closed 7.46 pm**

**Signed:** ..... **Date:**.....  
(Chairman)