

# UPWELL PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council, duly convened on Monday, 14<sup>th</sup> May 2007 at Upwell village hall. Commenced at 7.00 pm.

## **Attending:**

Cllr. David Barnard  
Cllr. Jill Gooch  
Cllr. Andrew Harrison  
Cllr. Keith Harrison  
Cllr. Frank Humm  
Cllr. Prue Lester  
Cllr. Neil Morgan  
Cllr. Roger Mungham  
Cllr. Sylvie Short  
Cllr. Ros Shorting

Clerk – Kate Cobley  
Assistant Clerk - Kate Bennett

---

## **1. Election of Chairman for the coming year**

After a free vote, Cllr. Morgan was unanimously returned as the Chairman of Upwell Parish Council for the 2007/8 term.

## **2. Signing of the Acceptance of Office**

Cllr. Morgan formally accepted the role of Chairman, signed the Acceptance of Office, witnessed by the Clerk and thanked the members for their confidence in his abilities. He then set out a number of issues that he felt the Council should tackle over the coming months. He reminded the members of the importance of reading all the paperwork provided before each meeting and of the necessary formality of the meetings.

## **3. Apologies For Absence**

Apologies were received from RFO- Paula Hainey, Borough Councillor Spikings and Councillors Crofts, Pope and Robinson.

## **4. Election of Deputy Chairman**

Nominations were sought as to the position of Deputy Chairman. Eight nominations were received for Cllr. Andrew Harrison, one nomination was received for Cllr. Short and one nomination was received for Cllr. Shorting. The meeting then agreed unanimously to elect Cllr. Andrew Harrison to the position of Deputy Chair.

## **5. Election of Committee Members and Council Representatives**

Nominations were held to fill the positions of Committee Members and representatives for each of the committees and sub-groups as identified in the Councillor Participation Matrix (attached).

Overview Committee	Neil Morgan (Chair) Andrew Harrison Sylvie Short David Pope Kate Cobley (Clerk)
Finance Committee	Neil Morgan (Chair) Andrew Harrison David Pope Chris Crofts David Barnard Paula Hainey (RFO)
Planning & Transportation Committee	Andrew Harrison (Chair) Jill Gooch Ros Shorting Keith Harrison Prue Lester Kate Bennett (Clerk)
Environment & Leisure Committee	Neil Morgan (Chair) Sylvie Short Roger Mungham Chris Robinson Frank Humm Kate Bennett (Clerk)

### **Council Representatives**

Upwell Village Hall	Andrew Harrison Ros Shorting
Three Holes Village Hall	Frank Humm
School Governor	Awaiting Invitation
Upwell Norfolk Charities	Chris crofts David Pope Jill Gooch David Barnard
Upwell Isle Charities	Chris Crofts Hazel Medlock
Road Safety & Emergency Services	Frank Humm Prue Lester
Police D2 and Anti-Social Behaviour	Frank Humm Prue Lester

### **Parish Plan Sub-Groups**

**Please see the Councillor Participation Matrix - attached**

**6. Annual Financial Report.**

As the Responsible Financial Officer – Paula Hailey, was away, Cllr. Morgan presented the Annual Financial Report to the meeting. He reported that there was a positive year end balance due to savings made by the R.F.O. on insurances, loans, and by changing some suppliers. There was also an underspend on several areas, namely donations, tourism, staff training and advertising.

Cllr. Morgan clarified the procedure which would now be followed when the Council was approached to make a donation. In future, all requests will be approved *in principle* by the Full Council before being referred to the Finance committee for full discussion and allocation of funds.

**7. Appointment of internal auditor and verifying councillor.**

It was agreed unanimously that R. Stannard and Cllr. Pope should continue in their respective roles as internal auditor and verifying Councillor.

**There being no further business, the meeting closed at 7.40pm**

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_