

UPWELL PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council, duly convened on Monday, 12th May 2008 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. David Pope
Cllr. Chris Robinson
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 2008/9 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 set out his personal objective to complete the work started in 2005, seeing the Parish Plan largely completed by the end of his tenure in 2009. He reminded councillors to remember their obligation to the community and contribute to the work of the Council wherever and whenever possible and not just turn up to meetings and of the necessary formality of the meetings.

Cllr Pope voiced his approval of the Chairman's style of leadership and observed that the standards set by Upwell Parish Council will soon be the targets that all other Councils will have to meet.

3. Apologies For Absence

Apologies were received from County Councillor Humphrey, Borough Councillor Spikings and Councillors Crofts and Mungham.

4. Election of Deputy Chairman

Nominations were sought as to the position of Deputy Chairman. Cllr. Andrew Harrison was nominated by Cllr. Lester, seconded by Cllr. Short. After a free vote, Cllr. Andrew Harrison was unanimously returned as the Deputy Chairman of Upwell Parish Council for the 2008/9 term.

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

Council Representatives

Upwell Village Hall	Andrew Harrison Ros Shorting
Three Holes Village Hall	Frank Humm
Upwell Norfolk Charities	Chris Crofts David Pope David Barnard Hazel Medlock
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

Cllr. Morgan delivered an update report on Parish Plan activities, summarising the work of sub-groups throughout the year. It was agreed that the Allotments group was no longer required as all identified work had been completed. Similarly, it was agreed that the Pollution & Litter and Refuse & Recycling groups should merge as there was little more than monitoring activities going on in these areas at present. The Newsletter group was now actively managing the production of the new style publication and the Clerk was wholly responsible for the Website. The Councillor Participation Matrix will be redrawn to reflect these changes.

ACTION: Clerk to redraw Matrix and distribute.

6. Annual Financial Report.

The Clerk, having taken over the role of Finance Officer from Paula Hainey, presented the meeting with a brief and general financial statement, highlighting the main issues relating to the accounts during 2007/8. Namely, the huge increase in expenditure over previous years (this due to the work carried out on the village hall roof and the installation of CCTV at the village hall) which was equally matched by an increase in income from funding for the above mentioned projects.

Advertising and Patronage revenue had meant that the cost of producing the new style Newsletter remained well within budget and it was expected that this item could be removed from the budget entirely in the next financial period as it was hoped to be self-funding.

Cost savings and prudence by the outgoing R.F.O. had resulted in a £3k surplus at the end of the year.

The Chairman advised the meeting that the accounts for 2007/8 had been approved at the previous Finance meeting on May 5th.

7. Appointment of External and Internal Auditor.

It was agreed unanimously by a show of hands 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 7.30pm

Signed as a true record of the meeting: _____

Date: _____