**Holcombe Burnell Parish Council**

**Parish Council Annual Meeting 2017**

**Monday 8th May 2017 at 7.00pm - Longdown Village Hall**

Present: Chair Cllr B Shipley, Cllrs T Turner, M Bulley, D Friend, J Betney, E Wilson

Clerk D Radford-Lewis and 1 Members of Public Apologies: Cllr Eden, Studholme, Wilson, Blight

1. **To confirm the minutes of the Annual Parish Meeting 2016 –** checked & signed in June 2016 meeting.
2. **The Chairman's report -** to receive the annual report from exiting Chairman Bob Shipley – attached to approved minutes
3. **Matters raised by members of the public -** Members of the public are welcome to address the council on any matters with regard to the parish - none

**Meeting closed 19:08**

**Parish Council AGM 2017 held Monday 8th May 2017**

Present: Cllrs B Shipley, T Turner, M Bulley, D Friend, J Betney, E Wilson

Clerk D Radford-Lewis and 1 Member of Public Apologies: Cllr Eden, Studholme, Wood, Blight

1. **Acceptance of Office –**
	1. **Declaration –** signed for Election 2015
	2. **Register of Members' Interests –** signed for Election 2015
	3. **Code of Conduct -** to remind Councillors:
	4. Do they have any declarations of interest
	5. To ask if there have been any changes to members register of interest
	6. To remind Councillors of the Code of Conduct
2. **Election of the Chairman -** The Clerk invited nominations for the role of Chairman – Cllr Bulley nominated Cllr Shipley, seconded by Cllr Turner – vote was unanimous and Cllr Shipley accepted the post with the Vice Chair to support when he is unable to attend.
3. **Election of the Vice Chairman -** The Chair invited nominations for the role of ViceChairman – Cllr Shipley nominated Cllr Turner and seconded by Cllr Bulley – vote was unanimous and Cllr Turner accepted the post.
4. **Election of Planning Committee, Footpath Warden[s] and Village Hall Committee Representative & Finance Committee**
5. Planning Sub Committee: To be drawn as and when necessary from any of the Councillors for the purpose of site visits and meetings with TDC, etc. It was agreed that a minimum of three Councillors must be present and should there not be three unanimous agreements, the planning matter would be brought back to the Council for discussion – all agreed.
6. Footpath Warden[s]: Mike Long was proposed by Cllr Shipley and seconded by Cllr Wilson – vote was unanimous and as Mike Long was in attendance he accepted this post.
7. Village Hall Committee Representative: Cllr Eden was proposed by Cllr Shipley and seconded by Cllr Turner – vote was unanimous and this will be offered when in attendance at next meeting.
8. Finance Committee: To be drawn as and when necessary it was agreed that a minimum of three Councillors must be present one of which must be the either the Chairman or Vice Chairman – all agreed.
9. **Minutes** **of the previous AGM held** – completed June 2016
10. **Review of Standing Orders and Financial Regulations** – new signatory mandate was completed for Clerk to send to Lloyds bank. The Clerk confirmed there have been no updates provided by NALC so the standing orders and financial regulations are correct and current.
11. **Co-option** – one vacancy remains and the Clerk will continue the co-option process.

Meeting Closed 7.20pm