

# ***ANNUAL GENERAL MEETING MINUTES***

**MINUTES** of the Wrockwardine Wood & Trench Parish Council Annual General Meeting held on Tuesday 8<sup>th</sup> May 2007 at the Parish Council Centre, Church Road, Wrockwardine Wood at 7.50pm.

**PRESENT:** Cllr's K. Hanmer, M. Hanmer, D. Pearce, N.L. Pickering, C.F. Smith, H.M. Smith, B.J. Thompson, K.R. Watkins and S.A. Watkins.

**IN ATTENDANCE:** CSO Graham Strong and Five members of the public.

## **07/1407 ELECTION OF A CHAIRMAN**

### **Cllr. K.R. Watkins**

It was proposed by Cllr. N.L. Pickering, seconded by Cllr. C.F. Smith and **RESOLVED** unanimously that Cllr. K.R. Watkins be elected Chairman for the forthcoming twelve months.

## **07/1408 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. K.R. Watkins signed the Declaration of Acceptance of Office of Chairman and took the chair.

## **07/1409 DECLARATION OF ACCEPTANCE OF OFFICE OF ALL COUNCILLORS**

The Declaration of Acceptance of Office forms were signed by all members present. It was **AGREED** that the Clerk will take the Declaration of Acceptance of Office forms to Cllr. Brayne and Cllr. Peaceful to sign outside the meeting.

## **07/1410 APOLOGIES FOR ABSENCE**

**RESOLVED** – to accept apologies from Cllr. L.T. Brayne (illness) and Cllr. F. Peaceful (illness)

## **07/1411 DECLARATIONS OF INTEREST AND REGISTER OF INTEREST FORMS**

Declarations of Interest in Item 7 of the Agenda which includes the election of an Allotment Committee were made by Cllr's. H. Smith, C.F. Smith, K. R. Watkins and S.A. Watkins.

The Register of Interest Forms were circulated to all members for completion by 1<sup>st</sup> June 2007.

## **07/1412 ELECTION OF A VICE CHAIRMAN**

### **Cllr. J. Thompson**

It was proposed by Cllr. S.A. Watkins, seconded by Cllr. C.F. Smith and **RESOLVED** unanimously that Cllr. J. Thompson be elected Vice Chairman for the forthcoming twelve months.

## **07/1413 ELECTION OF COMMITTEES**

### **a) Finance Committee**

**RESOLVED** – that the Finance Committee will consist of Cllr's. F. Peaceful, N.L. Pickering, C.F. Smith, H. Smith and S.A. Watkins.

### **b) Allotment Committee**

**RESOLVED** – that the Allotment Committee will consist of Cllr's. M. Hanmer, F. Peaceful, N.L. Pickering and J. Thompson.

### **c) Planning/Working Committee**

**RESOLVED** – that the Planning/Working Committee will consist of Cllr's. K. Hanmer, D. Pearce, N.L. Pickering, C.F. Smith and S.A. Watkins

**d) Christmas Party Committee**

**RESOLVED** – that the Christmas Party Committee will consist of Cllr's. K. Hanmer, F. Peaceful, D. Pearce, H. Smith, J. Thompson and S.A. Watkins.

**e) Election of representatives to the Bus User Group**

**RESOLVED** – that Cllr. J. Thompson and Cllr. S.A. Watkins be elected as representatives to the Bus User Group.

**07/1414 ELECTION OF REPRESENTATIVES TO SALC – WREKIN AREA COMMITTEE**

**RESOLVED** – that Cllr. J. Thompson and Cllr. S.A. Watkins be elected as representatives to the SALC Wrekin Area Committee.

**07/1415 ELECTION OF REPRESENTATIVES TO THE NORTH TELFORD PARISH PATHS PROJECT**

**RESOLVED** – that Cllr. C.F. Smith and Cllr. S.A. Watkins be elected as representatives to the North Telford Parish Paths Project.

**07/1416 The Minutes of the Parish Council Meeting held on Tuesday 10<sup>th</sup> April 2007** were confirmed as a correct record and signed by the Chair.

**07/1417 The Minutes of the Planning Committee Meeting held on Tuesday 17<sup>th</sup> April 2007** were accepted by the Full Council.

**07/1418 CORRESPONDENCE**

The following listed correspondence was copied to members:

- a) Invitation from Telford & Wrekin Council to the Annual Council Meeting and to witness the Mayor Making Ceremony on Thursday 24<sup>th</sup> May at Oakengates Theatre. Cllr's. K. Watkins and S.A. Watkins agreed to attend.
- b) Invitation to Telford & Wrekin Council Code of Conduct Training on 19<sup>th</sup> July. Cllr's. K. Hanmer, M. Hanmer, K. Watkins and S.A. Watkins agreed to attend.
- c) Copy of a letter from Wrekin Area Committee to the Secretary of State for Health was received. The letter responds to the NHS Strategic Service Plan Proposal to reduce Childrens Services at the PRH.
- d) Letter from Telford & Wrekin Council received, informing us that the Gambling Act 2005 is due to come into force on 1<sup>st</sup> September 2007.
- e) A letter was received from the Standards Board for England giving information on the new Code of Conduct for members.

**Correspondence placed on the table**

Clerks & Councils Direct Magazine.  
Local Council Review Magazine.  
Leaflets & Brochures.

**07/1419 PAYMENTS TO BE ISSUED**

**Payments to be issued**

010275	British Telecom	74.58	Alarm Line
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010276	British Telecom	105.71	Internet Services
010277	Lockley Security	39.95	Keyholding 19/3 – 15/4
010278	Mr. G. Regan	900.00	Maint. Churchyard 2 months
010279	npower	88.16	Electricity 17/1 – 25/4
010280	Public Works Loan Account	13,359.38	Loan Repayment
010281	Telford Wrekin Council	2,761.25	Litter Bins
010282	Telford & Wrekin Services	928.25	Reduce Trees Churchyard
010283	Shropshire Gas	413.37	Repair Boiler
010284	Unique Copiers	42.50	Toner
010285	Telford & Wrekin	23.39	Annual Postage Charge
010286	GE Commercial Finance	79.24	Stationery
010287	Lockley Security	39.95	Keyholding 19/2 – 18/3
010288	SALC	952.55	Annual Subscription
010289	Inland Revenue	743.08	Tax & NI Month 01
010290	Allianz Cornhill Insurance	1743.97	Insurance – June 08
010291	County Air Ambulance	150.00	Grant
010292	Oak Youth Summer School	100.00	Grant
010293	Crucial Crew	100.00	Grant
010294	The Samaritans	150.00	Grant
010295	Southall School	100.00	Grant
010296	No Panic	50.00	Grant

**RESOLVED** – that all the above payments be approved.

**07/1420      TO RECEIVE AND APPROVE A BALANCE SHEET FOR APRIL 2007**

The balance sheet for April was tabled (copy attached to office Minutes.) **RESOLVED** – to approve and accept the balance sheet for April 2007.

**07/1421      ANNUAL AUDIT**

Notice of the Annual Audit for year ending 31<sup>st</sup> March 2007 was received from UHY Hacker Young. The Annual Return has to be completed by 29<sup>th</sup> June 2007, although the date may have to be deferred until after the July meeting. Notice of the Audit will be advertised on the Parish Council notice board from 18<sup>th</sup> May - 31<sup>st</sup> May. The inspection period is 1<sup>st</sup> June – 28<sup>th</sup> June 07.

**RESOLVED** – to appoint Roger Bennett as Internal Auditor for year ending 31<sup>st</sup> March 2007.

**07/1422      ANNUAL INSURANCE REVIEW**

After consideration it was **RESOLVED** that insurance cover is adequate for the current financial year. Further **RESOLVED** to pay the insurance premium of £1743.97 to Allianz Cornhill for 1<sup>st</sup> June 2007 to 1<sup>st</sup> June 2008.

**07/1423      FINANCIAL RISK ASSESSMENT**

The Financial Regulations and Internal Controls that are in place were revised. It was **RESOLVED** that the current Financial Regulations and Internal Controls are sufficient. Further **RESOLVED** to add Cllr. K.R. Watkins to the list of signatories making a total of five.

**07/1424      STANDING ORDERS**

After consideration it was **RESOLVED** that Standing Orders are satisfactory.

**07/1425      ANY ITEMS OF INFORMATION OR ITEMS FOR THE NEXT AGENDA**

It was agreed to write to Paul Bishton of Redleaf Property to request bins at both ends of the car park at the One Stop Store as promised, as litter is becoming a problem at this site.

**07/1426      DATE & VENUE OF THE NEXT MEETING**

A list of proposed meetings for the next twelve months was tabled and approved. The next Full Council Meeting will be held on Tuesday 12<sup>th</sup> June 2006 in the School Hall at 7pm.

Signed.....  
Chairman

Date.....