

BRAMSHAW PARISH COUNCIL - DRAFT

Minutes of the Annual General Meeting held on 24th May 2016 at Bramshaw Village Hall

Bramshaw Parish Council Attendees

Sue Bennison (SB)
Sally Day (SD)
Kay Harrison (KH)
David Johnston (DJ)
Martin Vann (MV)
Jenny Watts (JW)

Jane Mullan (Clerk)

AGENDA:

AGM 1.16 **To elect a Chairman.**

It was proposed by Sally Day and seconded by Jenny Watts that Sue Bennison be elected chairman – this was carried.

AGM 2.16 **Apologies** – to agree any absences of councilors.

No apologies received.

AGM 3.16. **To elect a Vice-Chairman.**

Kay Harrison proposed and Sally Day seconded that Martin Vann be elected vice-chairman – this was carried.

AGM 4.16 **Minutes** – to agree the minutes of Annual General Meetings held in 2015 – DJ pointed out that the minutes of the first meeting were inaccurate in as much as Denis Shaughnessy actually apologized for not being able to attend the meeting after the meeting had been held - Minutes adjusted to reflect that.

AGM 5.16. **Matters arising** from the previous minutes above.

No matters arising.

AGM 6.16. To review and confirm responsibilities of Parish Councillors:

Bramshaw Village Hall Trust

Trust rules do not allow a new trustee to be accepted outside of two months before their AGM which is in January each year. So whilst the Parish Council have appointed Martin Vann to represent the council as a Trustee he will not be able to take up that position until sometime in November 2016

New Forest Association of Local Councils (NFALC)

NFALC meets quarterly and any one can attend so there is no need to specify anyone for this particular role.

New Forest Consultative Panel

The representative for this needs to be a nominated person from the council – currently SB holds the position and has done for a number of years – any one can go and observe, and if SB

unable to attend, can substitute SB. It was agreed that SB should continue being the parish representative for Consultative Panel.

Police Liaison

It was agreed that this should be a general responsibility for all of the councilors.

Footpaths and rights of way.

As reporting of defects on footpaths can be undertaken on line, this role is not quite as important as it once was, however the council felt it important to still have a footpath and rights of way 'officer' particularly as there had been a request at the Annual Assembly, and it was agreed that SD would take the role on.

Bramshaw Telegraph

Clerk to continue compiling the Bramshaw Telegraph.

Bramshaw Parish Council Website

Clerk to continue maintaining the Bramshaw Parish Council website.

Lengthsman

KH and JW agreed take on the role of overseeing the lengthsman when he was working in the parish. A meeting has been arranged by Copythorne, the lead parish, for 1st June, the clerk and the chairman will attend.

Planning

It was agreed that DJ would take the lead on planning with JW and SB in a supporting role.

NFNPA NE Quadrant

Attendance to these meetings held every quarter are open to everyone however, SB, SD and KH have indicated they all have an interest in attending.

Highways

SB to continue with this role as she has built up a good working relationship with HCC over the years and knows who to contact.

AGM 7.16 To review the following:

- Assets of the Parish Council.
- Review and adoption of appropriate standing orders and financial regulations;
- Review of inventory of assets.
- Confirmation of arrangements for insurance cover in respect of all insured risks;
- Review of the council's and/or staff subscriptions to other bodies;
- Review of the council's complaints procedure;
- Review of the council's procedures for handling requests made under the
- Freedom of Information Act 2000 and the Data Protection Act 1998;
- Review of the council's policy for dealing with the press/media; and
- Determining the time and place of ordinary meetings of the full council up to
- and including the next annual meeting of full council.

It was agreed that this item could be discussed at an ordinary parish council meeting and that it should be put on the agenda of the meeting to be held on 28 June 2016.

7.40 pm Meeting closed

Signed:
Chairman.

Date