

## SILCHESTER PARISH COUNCIL

### Minutes of the Annual General Meeting

<b>Date:</b>	<b>Monday 13<sup>th</sup> May 2019</b>	<b>Time:</b>	<b>7.30pm</b>
<b>Place:</b>	<b>Club Room, Silchester Village Hall</b>		
<b>Present:</b>	Cllr Mahaffey (Chair item 1) Cllr Earl Cllr Baldock Cllr Livingstone	Cllr Roper (Chair from item 2) Cllr Miles Cllr Westwood	
<b>In attendance:</b>	Chris Gunnell (Clerk)	18 members of the public	
<b>Apologies</b>	Cllr Gardiner (Borough) Chris Lee (Tree Warden)	Cllr Vaughan (County) John Davis (Footpaths)	

#### **Action**

#### **Cllr Mahaffey opened the meeting.**

##### **1. Apologies for absence**

As above.

##### **2. Declarations of Interest**

Cllr Livingstone, being a Silchester School Governor, declared an interest in respect of anything relating to Silchester School.

##### **3. Election of Chairman**

Cllr Mahaffey advised the meeting that he had decided to step down as Chairman.

Cllr Mahaffey invited nominations for the position of Chairman. Cllr Mahaffey proposed and Cllr Miles seconded the motion that Cllr Roper be elected as Chairman. This was agreed unanimously. Cllr Roper duly took the position of Chairman. The newly elected Chairman congratulated Cllr Mahaffey on his Borough Council success and thanked him for his tireless work as Chairman on the Council over the past four years.

##### **4. Election of Vice-Chair**

Cllr Roper invited nominations for the Vice-Chair positions. Cllr Roper proposed and Cllr Westwood seconded that Cllr Earl and Cllr Baldock be re-elected as Vice Chairs. This was unanimously agreed.

##### **5. Minutes of the last Annual General Meeting**

Cllr Mahaffey proposed and Cllr Livingstone seconded the motion that the minutes of the meeting held on 21<sup>st</sup> May 2018 be approved. The minutes were unanimously agreed as being a true and accurate record of the meeting. They were duly signed by the Chairman.

##### **6. To appoint representatives to committees and other organisations as follows:**

- a. Silchester Common Volunteer Group – It was proposed by Cllr Roper and seconded by Cllr Westwood that Chris Lee and Jon Saltmarsh be appointed as the Parish Council representatives for the Volunteer Group. This was agreed unanimously.
- b. Sports Pavilion Management Committee – It was proposed by Cllr Roper and seconded by Cllr Baldock that Cllr Westwood act as Parish Council representative on the committee. It was further proposed by Cllr Roper

and seconded by Cllr Baldock that Peter Howells continues to act as Chairman of the Sports Pavilion Management Committee. This was agreed unanimously.

- c. Pamber Forest Management Committee – It was proposed by Cllr Mahaffey and seconded by Cllr Baldock that Jon Saltmarsh continues to be the Parish Council representative on the committee. This was agreed unanimously.
- d. Basingstoke & District Association of Parish & Town Councils – It was proposed by Cllr Roper and seconded by Cllr Mahaffey that Cllr Livingstone be the Parish Council representative to BDAPTC. This was agreed unanimously.
- e. Footpaths Officer – It was proposed by Cllr Roper and seconded by Cllr Westwood that John Davis should be re-appointed as Footpaths Officer. This was agreed unanimously.
- f. Tree Warden – It was proposed by Cllr Baldock and seconded by Cllr Earl that Chris Lee be re-appointed as Tree Warden. This was agreed unanimously.
- g. Silchester Roman Town – Joint Advisory Panel – It was proposed by Cllr Baldock and seconded by Cllr Roper that Cllr Westwood be re-appointed as the Parish Council representative. This was agreed unanimously.
- h. Police & Neighbourhood Watch panel - It was proposed by Cllr Mahaffey and seconded by Cllr Miles that Sue Stacey be re-appointed as the Parish Council representative. This was agreed unanimously.
- i. Silchester Playground Committee – It was proposed by Cllr Roper and seconded by Cllr Westwood that Cllr Livingstone be re-appointed as the Parish Council representative on this committee. This was agreed unanimously.
- j. Community Speedwatch Group – It was proposed by Cllr Roper and seconded by Cllr Miles seconded that Ray Miles be appointed as co-ordinator for the Community Speedwatch Team. This was unanimously agreed.
- k. Village Hall Management Trustees – It was proposed by Cllr Roper and seconded by Cllr Westwood that Steve Spillane to continue as the liaison on behalf of the Parish Council. This was agreed unanimously.
- l. AWE Liaison Committee – It was proposed by Cllr Roper and seconded by Cllr Baldock that Cllr Livingstone be re-appointed as the Parish Council representative on the AWE Liaison Committee. This was unanimously agreed.

**7. Resolution that all Councillors be authorised to sign cheques and authorise online payments**

It was proposed by Cllr Roper and seconded by Cllr Baldock that all councillors be authorised to sign cheques and authorise online payments and that two signatories or authorisers are required per cheque or online payment. This was unanimously agreed. The Clerk to ensure necessary paperwork is up to date.

**Clerk**

**9. Appointment of Responsible Financial Officer**

It was proposed by Cllr Roper and seconded by Cllr Mahaffey that the Clerk, Chris Gunnell, be re-appointed as the RFO. This was unanimously agreed.

**9. Review Standing Orders and Financial Regulations**

The Standing Orders were reviewed during the previous twelve months. The Financial Regulations will need to be reviewed during 2019/20.

**10. Review of other Parish Council Policies**

**Action**

These all need to be reviewed in the course of the next 12 months, especially the GDPR policy. The Communication policy has recently been reviewed and agreed and now needs to be uploaded to the website. The Clerk to process

**Clerk**

**11. Election of Internal Auditor**

It was proposed by Cllr Roper and seconded by Cllr Mahaffey that Eleanor Greene be re-appointed as Internal Auditor. This was unanimously agreed.

**12. Resignation**

Cllr Mahaffey tendered his resignation, which was duly accepted. The Clerk to process.

**Clerk**

**13. Chairman's Closure of meeting**

The Chairman brought the meeting to a close at 7.42pm