

LITTLE DOWNHAM PARISH COUNCIL

MINUTES of the Annual General meeting of the Parish Council held in the Village Hall, Little Downham, on Thursday, 13th May 2010 commencing at 7.00pm.

Councillors present: DA Adams-Payne, in the chair, and DJ Badcock, CM Frankland, CE Hall, EW Hall, RS Martin, M Oldfield, BL Taylor, AJ White and KO Winters.

In attendance: Three parishioners.

APOLOGIES - Apologies were received from Dist. Cllrs A Bailey, A Goodge and County Cllr P Read.

1/10 **TO ELECT CHAIRMAN FOR YEAR 2010/2011**

1. It was proposed by Cllr RS Martin, seconded by Cllr CE Hall that Cllr DA Adams-Payne be nominated as Chairman. There were no other nominations. A vote result was: 9 in Favour, 1 Against.
Resolved to duly elect Cllr Adams-Payne as Chairman for 2010/11.
Cllr Adams-Payne accepted and signed a Declaration of Acceptance as Chairman of Little Downham Parish Council.

2/10 **TO ELECT VICE CHAIRMAN FOR YEAR 2010/2011**

1. It was proposed by Cllr CM Frankland, seconded by Cllr DJ Badcock, that Cllr M Oldfield be nominated as Vice Chairman. There were no other nominations. A vote taken was unanimous in favour. Cllr Oldfield accepted the position.
Resolved was duly elect Cllr M Oldfield as Vice Chairman for 2010/11.

3/10 **TO APPOINT MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES:**

(The Chairman and Vice-Chairman ex-officio shall be voting members of both committees)

Resolved that the Parish Council Committees were made up of the following members:

1. Admin & Finance Committee – Cllrs DA Adams-Payne, DJ Badcock, CM Frankland, EW Hall, RS Martin, M Oldfield and KO Winters.
2. Play Area & Recreation Committee – Cllrs DA Adams-Payne, DJ Badcock, CE Hall, M Oldfield, BL Taylor, AJ White and KO Winters.

4/10 **TO APPOINT REPRESENTATIVES ON THE FOLLOWING BODIES:**

1. **Book Café Subcommittee (3)** – Cllrs Adams-Payne, CE Hall & M Oldfield
2. **Downham Parish Conservation Volunteers** – Cllrs CE Frankland, RS Martin, A White & KO Winters
3. **Parish Website Working Group (1)** – Cllr KO Winters
4. **Village Hall Committee (1)** – Cllr CE Hall
5. **Youth Group (2)** – Cllr DJ Badcock

5/10 **TO APPOINT MEMBERS AS THE FOLLOWING:**

1. **Staff Appraisal Officer** - Cllr DA Adams-Payne
2. **Lead Child Protection Officer** – Cllr M Oldfield
3. **Neighbourhood Panel Representative** Cllr KO Winters

Cllr Winters questioned why there was no appointment of a P3 Representative and proposed there should be. Cllr Taylor seconded. The Council was reminded that Lt Downham is a non-P3 parish and there is no position available. It could apply for P3 again next year. Cllr Winters objected.

6/10 **TO REVIEW THE FOLLOWING:**

1. **Effectiveness of Internal Audits** – reviewed. **Resolved to approve.**
2. **Direct Debits** - **Resolved unanimously to approve list of Direct Debits with no amendments.**

7/10 **TO APPROVE YEAR END ACCOUNTS 31 MARCH 2010**

1. The Accounts were presented to the Council. It was agreed for the Chairman and Clerk to sign.
Resolved unanimously to approve the accounts for year ending 31 March 2010.

8/10 **TO RECEIVE INTERNAL AUDITOR'S REPORT**

1. The Internal Auditor's Report was received. Matters were noted for consideration at future meetings.
Resolved to accept and note the Internal Auditor's Report for future consideration.
The council requested a letter of thanks be sent to the Internal Auditor.

9/10 **TO REVIEW SECTION 2 STATEMENT OF ASSURANCE AND APPROVE ANNUAL RETURN 2010**

1. The Council completed Section 2. The Annual Return was approved.
Resolved that the Chairman and the Clerk duly sign the Annual Return 2010.

There being no further business, the meeting was closed at 7.45pm.

Signed (Chairman) Date