

MINUTES of the Annual General Meeting of Little Downham Parish Council held in the Village Hall, Little Downham, on Thursday, 14th May 2015 commencing at 7.00pm.

Councillors present: MM Oldfield, in the chair, and DA Adams-Payne, JW Barker, CE Hall, LEA Joel, RS Martin, BL Taylor, GH Taylor, J Waters and KO Winters. **Clerk:** Mrs J Wardle

In attendance: Dist. Cllr A Bailey.

1/15 APOLOGIES

1. **To receive apologies for absence** – Dist. Cllr M Bradley and County Cllr P Read.
2. **Clerk to confirm receipt of members' signed Declarations of Acceptance of Office and completed Candidate spending return and declaration for parish and community elections in England and Wales forms** - The Clerk confirmed that all members had signed the Declaration of Acceptance of Office and the Candidate Election Expenses forms prior to the start of the meeting.

2/15 TO ELECT CHAIRMAN FOR YEAR 2015/2016

1. It was proposed by Cllr RS Martin, seconded by Cllr DA Adams-Payne that Cllr MM Oldfield be re-elected as Chairman. There were no other nominations.
Resolved unanimously to duly elect Cllr MM Oldfield as Chairman for 2015/16.
Cllr Oldfield formally accepted the position of Chairman of Little Downham Parish Council and signed the Declaration of Acceptance of Office as Chairman.

3/15 TO APPOINT VICE CHAIRMAN FOR YEAR 2015/2016

1. It was proposed by Cllr DA Adams-Payne, seconded by Cllr GH Taylor that Cllr LEA Joel be re-appointed as Vice Chairman. There were no other nominations.
Resolved unanimously to duly appoint Cllr LEA Joel as Vice Chairman for 2015/16.
Cllr Joel accepted the position of Vice Chairman of Little Downham Parish Council.

4/15 PUBLIC FORUM

1. Dist. Cllr Bailey reported that during April parishioners had raised concerns about the new 125 bus service timetable that did not include the new operator to pick up at bus stops on Lawn Lane. CCC Public Transport has now confirmed that negotiations have taken place and with effect from 18/05/15, the operator will pick up at Lawn Lane on outward journeys to Ely, but it will be a request stop on inward journeys. Cllr Bailey and the Clerk confirmed that parishioners were happy with the changes.
2. Dist. Cllr Bailey informed that the Boundary Commission was carrying out a review of the electoral boundaries. It has been proposed that the Haddenham and Sutton divisions, with part of Ely, Chettisham and Littleport West be combined to form a two-member Division called Littleport West Division. In her opinion, this division is far too big and diverse in rural and urban areas for two members to serve and support its electorate well.
The Clerk informed that she had received this information from Cllr Bill Hunt and it will be presented to the Council for consideration at the meeting on 28/05/15.

5/15 TO APPOINT REPRESENTATIVES ON THE FOLLOWING BODIES:

1. **Book Café Subcommittee (3)** – Cllrs CE Hall, LEA Joel and GH Taylor
2. **Downham Parish Conservation Group (1)** – Cllr DA Adams-Payne
3. **Parish Website Working Group (1)** – Robin Pearl with liaison from the Clerk
4. **Village Hall Committee (1)** – Cllr J Waters
5. **Youth Group (2)** – Cllrs MM Oldfield and GH Taylor
6. **Downham, Pymoor & Coveney Parish Magazine (1)** – Cllr CE Hall
7. **Pavilion Working Group** – Cllrs DA Adams-Payne, CE Hall, MM Oldfield, BL Taylor.
8. **Cemetery Working Group** - Cllrs DA Adams-Payne, LEA Joel, MM Oldfield, KO Winters.
9. **Downham Feoffees (5)** – It was noted that only the following members were eligible to be Council representatives: Cllrs DA Adams-Payne, LEA Joel, MM Oldfield, J Waters and KO Winters. Cllr CE Hall was an existing trustee appointed by the Charity and other members of the Council were ineligible through tenancies of Charity land. The eligible members were duly appointed as the Council representatives for a term of four years or until they ceased to be a councillor, whichever the sooner.

6/15 TO APPOINT MEMBERS AS THE FOLLOWING:

1. **Staff Appraisal Officer** - Cllr MM Oldfield
2. **Lead Child Protection Officer** – Cllr MM Oldfield

7/15 FINANCE

1. **To approve Year End Accounts 31 March 2015** – The Clerk presented the accounts. It was noted that funds are building up for the Council to avoid applying for a loan or mortgage for the pavilion and new burial land projects. Cllr Winters objected to the build up of funds. It was proposed by Cllr DA Adams-Payne, seconded by Cllr LEA Joel that the Accounts be approved and signed by the Chairman and Clerk (RFO). **A recorded vote result was as follows: In favour (9)** - Cllrs DA Adams-Payne, JW Barker, CE Hall, LEA Joel, RS Martin, MM Oldfield, BL Taylor, GH Taylor and J Waters, **Against (1)** - Cllr KO Winters.

Resolved to approve the accounts for year ending 31 March 2015.

The Clerk was thanked for her work in producing the accounts.

2. **List of Direct Debits** – It was proposed by Cllr DA Adams-Payne and seconded by Cllr J Waters. **Resolved unanimously to approve the list of Direct Debits for 2015/16.**

8/15 POLICIES

1. **To review Standing Orders** – There were no objections or proposed amendments to the Standing Orders. It was proposed by Cllr DA Adams-Payne and seconded by Cllr CE Hall that the Council adopt the reviewed Standing Orders. **A recorded vote result was as follows: In favour (9)** – Cllrs DA Adams-Payne, JW Barker, CE Hall, LEA Joel, RS Martin, MM Oldfield, BL Taylor, GH Taylor and J Waters, **Against (1)** - Cllr KO Winters.

Resolved to adopt the reviewed Standing Orders.

2. **To review Financial Regulations** – There were no objections or proposed amendments to the Financial Regulations. It was proposed by Cllr DA Adams-Payne and seconded by Cllr CE Hall to adopt the reviewed Financial Regulations. **A recorded vote result was as follows: In favour (9)** – Cllrs DA Adams-Payne, JW Barker, CE Hall, LEA Joel, RS Martin, MM Oldfield, BL Taylor, GH Taylor and J Waters, **Against (1)** - Cllr KO Winters.

Resolved to adopt the reviewed Financial Regulations.

3. **To review Financial Risk Assessment & Management** – The Council reviewed the assessment and management of its finances and financial controls. Fidelity Guarantee cover was discussed and considered acceptable at present. It was agreed to review the cover when the insurance is due for renewal in October.

Resolved unanimously to adopt the Financial Risk Assessment & Management Controls.

There being no further business, the meeting was closed at 7.46pm.

Signed (Chairman) Date