

**Minutes of Barkway Parish Council Annual General Meeting
Held in the Reading Room on 9 May 2011 at 7.00pm.**

1. Present: R Davidson (Chair)
G Baker (Vice Chair)
S Alsop
A Terry
J Cockerton

2. Apologies: K McCormick

3. Appointment of Officers

3.1 Chairman: It was proposed and seconded that Cllr. Davidson would remain as Chairman. This decision was carried.

3.2 Vice-Chairman: It was proposed and seconded that Cllr. Baker would remain as Vice-Chairman. This decision was carried.

3.3 Parish Clerk: It was agreed that Catharine Toms would continue in her role as Clerk to the Council.

3.4 Internal Auditor: It was agreed that Mr Richard Atkins would continue as Internal Auditor to the Parish Council.

3.5 Declarations of Acceptance of Office: The Elected Councillors signed their Declaration of Acceptance of Office forms which were to be retained by the Clerk.

4. Review of Portfolios: Due to recent changes in Central and District Government the Portfolio areas needed to be reviewed. Cllr. Davidson had prepared a Powerpoint presentation to show to the Parish Council a draft proposal.

With all the Parish Council duties in mind, there were 9 Portfolio areas identified, with the proposed allocation of responsibility:

- 1) Corporate Governance – Cllr. Baker
- 2) Planning – Cllr. Davidson
- 3) Highways – Cllr. Davidson
- 4) Environment – Cllr. Alsop
- 5) Communication (internal and external)
- 6) Community Liaison – Cllr. McCormick
- 7) Youth Affairs – Cllr. Cockerton
- 8) Property – Cllr. Terry
- 9) Short Term Projects

The Vacant Councillor position, once filled, would be allocated a Portfolio area to be agreed, dependent on skill base.

It was proposed and agreed to try and co-opt a new Parish Councillor as soon as possible. It was proposed by Cllr. Alsop that the Pavilion Project, being such a large project, should become a separate Portfolio area. It was hoped to encourage members of the community to get involved with this project but it would be driven by the Parish Councillor holding that Portfolio. This was agreed.

Special Responsibilities of the Chair / Vice Chair were identified as:

- 1) Public Relations
- 2) Advertising
- 3) Complaints
- 4) Dissemination
- 5) Representation at Conferences

Communication:

Prerequisites –

- 1) Main form of communication from County Council and District Council now web based.
- 2) Parish Council's main form of external and internal communication now web based.
- 3) Councillors must check emails regularly and reply, when requested within a reasonable timescale. Maximum 48 hours.

External Communication:

Clerk/Chairman/Vice Chair to deal with: The Press and Official Communications.

Portfolio Holders to deal with: Relevant officers at NHDC and HCC, with copy to Clerk (when appropriate), and other Parish Councillors, where Portfolio areas coincide. In situations covered by two Portfolio areas, duplication or dual approaches should be avoided. All communications should be re-directed if necessary to the relevant Portfolio holder.

5. Appointment of Committees

There were 6 Committees appointed, with the proposed allocation of responsibility:

- 1) Finance – The Clerk, Cllrs. Davidson, Baker and Cockerton.
- 2) Reading Room Management – The Clerk, Cllrs. Davidson, McCormick, Baker and Terry.
- 3) Pavilion Project – Cllrs. Baker, Davidson, Terry, McCormick + Public Members.
- 4) Special Events – As required.
- 5) Special Events – As required.
- 6) Parish Plan – All + Public Members.
- 7) Special Projects – As required.

6. Programme of Meetings

6.1 It was agreed that the Parish Council would meet monthly on 2nd Monday of each month, apart from August, where there would be no meeting.

6.2 The date of the next AGM was likely to be on Monday 14th May, but it was agreed to defer the decision until January 2012.

6.3 It was agreed to defer the decision on the date of the APM until January 2012.

7. End of Year Financial Statement 2010-2011

The Clerk reported that the Annual Return had now been completed and the records were ready for handing over to Richard Atkins in order for the Internal Audit to be carried out. The Return showed a balance carried forward into next year of £3,046.

Explanation of Variances between 2010 and 2011:

Income up from £18,516 to £25,611 = £7,095

Mainly accountable by:

| | |
|--|--------------|
| Increase in Precept | £ 580 |
| Reading Room monies rec'd re: Renovation Works | £10,278 |
| Increase in Parish Plan Grant / Donation | <u>£ 653</u> |
| | £11,511 |

Less:

| | |
|---|-----------------|
| Reduction in Firework Night Bucket Collection | £ (149) |
| No P3 Grant this year | £ (600) |
| No Village Fundraising Event this year | £(1,811) |
| Reduction in VAT reclaimed this year | <u>£(1,830)</u> |
| | £(4,390) |

£ 7,121

Expenditure up from £17,941 to £25,324 = £7,383

Mainly accountable by:

| | |
|--|--------------|
| Reading Room Renovation Works | £10,278 |
| Increase in staff costs | £ 1,239 |
| Extra administration costs during a busy year | £ 750 |
| VAT | £ 600 |
| Increased Parish Plan costs | £ 252 |
| Increased costs of Recreation Ground maintenance | £ 238 |
| Essential Village Pond maintenance required | £ 216 |
| Website and Newsletter costs | £ 140 |
| Purchase of A3 printer | <u>£ 153</u> |
| | £13,866 |

Less:

| | |
|---|----------------|
| Reduction in Reading Room maintenance costs | £ (2,472) |
| No Village fund raising event this year | £ (1,811) |
| Reduction in expenditure on Parish Paths | £ (1,632) |
| Reduction in grass cutting expenses | £ (510) |
| Reduction in annual subscriptions | <u>£ (116)</u> |
| | £ (6,541) |

£ 7,325

'Staff Costs' were showing an increase of £1,239 due to the post of Clerk now being filled and showing a full year's salary.

Alteration to Box 3 – Total Other Receipts:

This figure was adjusted to reflect the income of £10,278 from the Reading Room regarding the cost of the Renovation Works.

Alteration to Box 6 – All Other Payments:

This figure was adjusted to reflect the costs of £10,278 paid out regarding the Renovation Works to the Reading Room.

Alteration to Box 9 – Total Fixed Assets and Long Term Assets: The Fixed Assets figure for 2010 had now been restated due to a change in requirements following an amendment to proper practices. All assets were now required to be shown at the original cost value, until disposed, as the value should no longer be adjusted for depreciation.

The Parish Council approved the Accounting Statement for the year ended 31st March 2011.

The Clerk then read through the Annual Governance Statement, which was also duly approved by the Parish Council.

There being no further business the meeting closed at 7.30pm