

BRAMBER PARISH COUNCIL

Draft Minutes of Annual General Meeting

10 May 2010

Prior to the start of the meeting the clerk distributed register of Interest Update forms to all councillors for completion. These will be then uploaded on to the website.

1. Apologies for Absence:

Councillor D. Goodall and Mr D. Kitson.

2. Present:

Councillors R.Potter (Chair), M.Crocker, J.Goddard , N.Stubbs, M.Tilley and the clerk.

3. In attendance:

District Councillor D.Coldwell and 2 residents.

4. Minutes of last year's AGM:

The minutes of the meeting held on 18 May 2016 were read and proposed for adoption by Councillor Stubbs and seconded by Councillor Goddard and signed. Councillor Crocker pointed out that this year's agenda referred to the Joint parishes Burial Board when the name is now the Joint Parishes Cemetery Committee. The clerk apologised for this oversight.

5. Election of Chairman:

The Clerk took the chair for this item. Councillor Potter had agreed to continue as chairman and was proposed by Councillor Crocker, seconded by Councillor Goddard and elected unanimously. He then re-took the chair.

6. Election of Vice-Chairman:

Due to the resignation in April of Councillor Mills this position has been vacant. The Chairman asked for nominations for this post but no councillors wished to stand. The Chairman said the position would remain open at the present time.

7. Co-Option of New Councillors

Due to two recent resignations and one long standing vacancy there are three available positions for councillors. The two recent vacancies have been duly advertised and Horsham District Council has advised that Bramber can co-opt members. The Chairman introduced Sarah Green who had provided a short summary to councillors before the meeting. He asked if councillors had any questions for Sarah before requesting a proposer that she be co-opted. Councillor Tilley proposed that Sarah Green become a council member and this was seconded by Councillor Crocker and agreed unanimously.

The Chairman then introduced Trevor , who had more recently expressed an interest in joining the council, and asked him to introduce himself to members. Councillor Crocker asked if he resided in Bramber and he confirmed that he did and also that his wife had previously been a member of the council. Councillor Goddard then proposed that Trevor Bignell join the council and this was seconded by Councillor Stubbs and agreed unanimously. The clerk issued the new councillors with Register of Interest forms, Declaration of Acceptance of Office forms and consent to receive agendas and summons to attend meetings by e-mail

forms. Copies of Standing Orders and Code of Conduct will be issued once the newly adopted standing orders have been added.

8. Election of Representatives to outside bodies:

- a) Joint Parishes Cemetery Committee
Councillor Potter and the Councillor Stubbs proposed by Councillor Goddard and seconded by Councillor Croker.
- b) Horsham Association of Local Councils
Councillors Goddard and Stubbs proposed by Councillor Tilley and seconded by Councillor Croker.
- c) Village Hall
Councillor M. Tilley proposed by Councillor Potter and seconded by Councillor Croker.
- d) Joint Parishes Youth Committee
Councillors Potter and Green proposed by Councillor Goddard and seconded by Councillor Stubbs.

9. Appoint Representatives for:

- a) Planning Matters Councillors Goddard and Bignell.
- b) Highways Councillor Croker
- c) Website Councillor Tilley
- d) Police Matters Councillor Tilley

10. Annual Reports from Outside Bodies

HALC – Councillor Stubbs reported on the AGM saying that there was a vacancy at HDC on the Standards Committee. A training passport is being proposed to support councillors to give a better service to residents. Councillor Goddard said that there were two conflicting views about this. There had been some complaints about Horsham's new parking scheme and concern expressed about WSCC reducing the Highways budget by 50% by 2020. There were only 14 attendees at this meeting.

JPCC – The chairman reported that the change of name from Burial Board to Cemetery Committee had been confirmed during the year. The main issue has been to consider the purchase of additional land to extend the cemetery and this work is being led by Councillor Stubbs. Upper Beeding is the lead council for this committee.

Village Hall – Councillor Tilley reported on the AGM of the Village Hall. The current officers were re-elected unopposed. The year saw several successful fund-raising events. The fire risk document along with the hall risk assessment had been finalised and thanks were given to both Upper Beeding and Bramber Parish Councils for the contributions towards the path resurfacing. The Wilson trust has donated £7000 for a new sound system for the hall and new, more comfortable, chairs have been ordered for the large meeting room.

JPYC – The Chairman reported that the management committee is now taking full responsibility for overseeing the work of Horsham Matters and finances following the demise of the SAYS charity. He said that it had been an exceptionally good year for the service with increased numbers in all groups and a very wide choice of activities provided. Some excellent feedback had been received.

11. Annual Governance Statement:

- a) A paper was issued to councillors prior to the meeting to aid the review of the effectiveness of the internal control systems. Councillors concluded those in place were

sufficient and Councillor Stubbs has incorporated many in the updated risk assessment register.

- b) Councillor Potter then proposed approval of the Annual Governance Statement and this was seconded by Councillor Tilley and approved unanimously. It was then signed by the Chairman.

12. Adoption of Chairman's Allowance:

Following confirmation that this was sufficient Councillor Goddard proposed that the present allowance of £250 be continued this year and this was seconded by Councillor Stubbs and agreed unanimously.

13. Adoption of Annual Return:

Councillors had previously received the lists of receipts and payments for the year and then considered the accounting statement for the external verifier. The clerk said that the large variance in the receipts and payments columns are almost entirely explained by the lack of activity in the Neighbourhood Plan this year. Councillor Goddard then proposed adoption of the Annual Return and this was seconded by Councillor Stubbs and approved unanimously.

14. Adoption of any amendments to Standing orders:

Councillor Potter had proposed that two standing orders be amended this year and these had been sent to members with the agenda. The proposal is to amend as follows:

Standing Order 69. The period of time, which is at the Chairman's discretion, or which is designated for public participation in accordance with standing Order 68 shall not exceed *five* minutes. Change to *fifteen* minutes

Standing Order 70. Subject to Standing Order 69, each member of the public is entitled to speak once only in respect of business itemised in the agenda and shall not speak for more than *five* minutes. Change to *three* minutes.

Following discussion these changes were proposed by Councillor Potter and seconded by Councillor Croker and agreed unanimously.

15. Adoption of any amendments to Risk Assessment Policy

The Chairman thanked Councillor Stubbs for his work in producing an updated Risk Assessment Policy which was deemed to be very comprehensive. Unfortunately, due to the Clerk and Chairman both having been on leave this had not been distributed prior to the meeting so it was unanimously agreed that this paper would be sent with the minutes and any amendments agreed at the June council meeting.

16. Adoption of any additions to the Asset Register

There had been no purchases or disposals of assets during the year so no amendments were necessary. However, the clerk said that this item would be on the agenda for the next few meetings as the council was already in the process of purchasing a Speed Indicator device and were considering purchasing a further one with Upper Beeding and these would need to be added. Also, as the Transparency grant had been recently received a council computer and printer would soon be purchased and these, too, would need to be recorded. The clerk will check with the internal verifier the status of gifts.

Action: Clerk

The meeting closed at 8.10 p.m.

