

# **Minutes of the Tanworth-in-Arden General Annual Meeting**

**held on Thursday 20<sup>th</sup> May 2010 at 19:30 hours in Tanworth in Arden Village Hall.**

**Present: Councillor Willmott (Chairman), Councillor Stanton, Councillor Havard, Councillor Instone, Councillor Fitzpatrick, Councillor Waters, Councillor Keogh, Councillor O'Brien, Councillor Jones and Councillor Oakley**

In attendance: Clerk to the Council – Julie White

**1. Election of Chairman**

Councillor Oakley proposed that Chairman Councillor Willmott remain as Chairman, Councillor Instone seconded. There were no other proposals. Nine votes in favour, one abstention.

**2. To receive the Chairman's Declaration of Acceptance of Office**

The Chairman signed the Declaration of Acceptance of Office.

**3. Election of Vice-Chairman**

Councillor Instone proposed that Councillor Oakley be re-elected as Vice-Chairman, Councillor Havard seconded. There were no other proposals. Nine votes in favour, one abstention.

**4. To receive the Vice-Chairman's Declaration of Acceptance of Office**

The Vice-Chairman signed the Declaration of Acceptance of Office.

**5. Apologies for absence**

Councillor Ross

**6. Declarations of Personal or Prejudicial Interest**

None to declare.

**7. To Confirm and sign the Minutes of the Annual General Meeting of 21<sup>st</sup> May 2009.**

The minutes of the last Annual General Meeting were received. The Clerk confirmed that the minutes had been signed at the Full Council Meeting on June 18<sup>th</sup> 2009.

**8 To appoint Committee Members, Footpath Officer and Tree Officer.**

A current list of Committees and Working Parties had been previously distributed.

Councillor Willmott proposed that all members of the Parish Council serve on both the Finance and General Purposes Committee and the Planning Committee.  
Seconded by Councillor Instone. All voted in favour.

The remaining working parties are as follows:

**Archives Working Party**

Councillor Willmott, Councillor Instone and the Clerk. It was decided to disband this working party.

**Response to Quality Parish Council Status Proposals Working Party**

Councillor Instone, Councillor Oakley and the Clerk

**Office Accommodation Working Party**

Councillor Oakley, Councillor Instone, Councillor Fitzpatrick and Councillor Ross

**Trees Officers**

Peter Montague-Williams (although he wanted it noted that he didn't feel that the role carried any weight as SDC didn't consult on most matters)

Councillor Stanton

**Footpaths Officer**

Currently vacant. It was decided to suspend this position.

**9. To agree Cheque Signatories and sign appropriate mandate**

The current cheque signatories include Chairman Councillor Willmott, Councillor Oakley, Councillor Ross and Councillor Instone. Two out of the 4 signatures are required on each cheque.

It was proposed by Councillor Stanton and seconded by Councillor Jones that no changes are made to the signatories and therefore no mandate need be signed. All in favour.

**10. To review all Councillors Financial and Other Interests and to ensure that they are up to date.**

As Councillors are entering a new term of office, they were all asked to review their financial and other interests and inform the Clerk if there were any changes or not.

**11. To receive a report on the capital assets and liabilities vested in the Council**

The asset register had been circulated before the Finance and General purposes committee. Amendments had been made to include the new bench in Well Lane as this had been replaced in 2009 and also to show that the bench behind the church no longer belongs to the Parish Council as the land has been transferred to the Church. The new barriers around the play area have also been added. It was proposed by Councillor Stanton, seconded by Councillor Instone to accept the Asset Register.

**12. To review the Risk Register**

It was proposed by Councillor Instone to accept the risk register. Seconded by Councillor Oakley. All in favour

**13. To consider the payment of any subscriptions falling to be paid annually**

A list of Annual Subscriptions had been previously circulated. These are agreed at the time of setting the precept.

Proposed by Councillor Willmott, Seconded by Councillor Keogh. All in favour.

**14. To inspect any deeds and trust instruments in the custody of the Council**

Documents are stored at The Records Office in Warwick. Copies were in the office. This was noted.

**15. To agree dates and venue for Council Meetings for the rest of the year**

A list of dates had previously been circulated and were noted.

The meeting closed at 19:47 hrs

Signed

\_\_\_\_\_ Chairman of meeting \_\_\_\_\_ Date