

HEATH & REACH PARISH COUNCIL



MINUTES of ANNUAL MEETING OF THE COUNCIL 2016

9th May 2016 at Heath Village Barn

1. Appointment of a Chairman for proceedings

Cllr Thyer was nominated by Cllr Ellis as Chairman for proceedings and seconded by Cllr Fitzpatrick
It was resolved.

2. Election of Chairman 2016/17

Cllr Thyer was nominated by Cllr Fitzpatrick as Chairman and seconded by Cllr Owers
It was resolved.

3. Election of Vice – Chairman 2016/17

Cllr Ellis was nominated by Cllr Fitzpatrick as Vice Chairman and seconded by Cllr Beilby. **It was resolved.**

4. Election of members to Parish Council Committees:

- Finance: Cllrs Inns, Hawes, Green and Ellis, Thyer Proposed by Cllr Fitzpatrick & Seconded by Cllr Beilby. **It was resolved**
- Planning & Environment: Cllrs Beilby, Ellis, Hawes and Owers. Proposed by Cllr Thyer, seconded by Cllr Green. **It was resolved.**
- Sports and Recreation: Cllrs Gell, Green, Owers, Fitzpatrick. Proposed by Cllr Thyer, seconded by Cllr Beilby. **It was resolved.**
- Cemetery: Cllrs Gell, Green, Owers, Fitzpatrick. Proposed by Cllr Thyer, seconded by Cllr Beilby. **It was resolved.**

5. Adoption and Review of Terms of Reference for Committees

The terms of reference for each committee, Planning & Environment, Sports and Recreation, Cemetery and Finance were reviewed and adopted. **It was resolved.**

7. Approval of 2015/16 Annual Accounts

Motion: the Council to accept the Annual Parish Council Accounts as a true record of the year's financial proceedings for submission to the Internal Auditor. **It was resolved.**

8. Adoption and Review of Parish Council Policies / Standing Orders.

These had been previously circulated, reviewed and approved. **It was resolved.**

9. Parish Councillors' Roles & Responsibilities for 2016/17

HEATH & REACH PARISH COUNCIL

**Role****INTERNAL**

Internal Admin / Legal Support
Project Management

Cllr Ellis
Cllr Hawes

EXTERNAL

St Leonards Lower School
Rushmere Parishes Liaison Meeting
Stockgrove Users Group
P3
Highways Liaison (with Clerk)
Police (with Clerk)
CBC Parish Council Conferences
General Quarries
Allotment Trustees

Clerk to liaise
Cllrs Inns, Beilby
Cllrs Green, Beilby
Cllr Beilby
All Councillors
All Councillors
All Councillors
Planning Committee
Cllr Inns

It was resolved

The meeting closed at 7.20pm