

# HEATH & REACH PARISH COUNCIL



## MINUTES of ANNUAL MEETING OF THE COUNCIL 2016

9<sup>th</sup> 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

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**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