WOOTTON PARISH COUNCIL

Minutes of the Meeting of the **Annual Council Meeting** held on Wednesday 11th May 2011 at 7.20pm in the Memorial Hall, Bedford Road, Wootton.

Present. Cllrs Bland, Cunningham, Hall, Lloyd, Quirk, Wallace and Wheeler.
The Clerk (Sue Playford) and Responsible Financial Officer (Sue Bolton).

1. Election of Chairman.
The clerk had received one nomination for Cllr John Wheeler from Cllr Judith Cunningham. There being no other nominations Cllr Wheeler was duly elected as Chairman for the ensuing municipal year.

2. Signing of the Declaration of Acceptance of Office.
Cllr Wheeler signed the Declaration of Acceptance of Office and was witnessed by the clerk.

3. Apologies for absence.
Cllrs Prescod, Rowse and Woolfenden.

4. Election of Vice-Chairman.
There being no other nominations Cllr Gareth Lloyd was duly elected as Vice-Chairman for the ensuing municipal year.

5. To review standing orders.
Louise Ashmore (BATCP) has provided the clerk with a copy of 2011 standing orders.
It was resolved that all committee chairs should stand on the F&GP committee and attend meetings. This should be included as a standing order. The clerk confirmed it was her intention to form a working party to review the 2011 standing orders alongside previous amendments.

Action – clerk has already included this on the issues log – FC11/37.

6. To elect councillors to committees.
Communications, Finance & General purpose, Leisure & Amenities, Planning.
As not all councillors were present it was resolved to include this on the next full council agenda. It was also resolved that the Leisure & Amenities committee would come under full council, with items and issues arising to be delegated as necessary.

Action – clerk to include election on agenda for next full council.

7. Appointment of representatives on outside bodies.

7.1	Charities –	Bob Lunnis Charity. Cllr Wheeler was duly appointed. Wootton Charities (Poors Land). Cllrs Wheeler and Wallace were duly appointed.
7.2	Village Hall -	Cllrs Quirk and Lloyd were duly appointed.

7.3 Memorial Hall - Cllr Quirk was duly appointed. It was noted that the deeds from 1963 state that only one parish council representative is required.

8. To confirm the dates of the meetings for 2011-2012.

The clerk had previously provided these dates to all. It was resolved that where Leisure & Amenities meetings are shown, this will become a full council meeting which will only be held if need arises. If Leisure & Amenities are re-introduced, meetings will continue on the dates shown.

Action – clerk to annotate existing schedule and sent to all.

9. Appointment of an internal auditor.

The RFO confirmed that Gill Wiggs had agreed to undertake the internal audit for the sum of £85. It was resolved Gill Wiggs be appointed as the internal auditor at this cost.

Action – RFO to confirm with Gill Wiggs. Clerk has already included this on the issues log – FG11/40e.

Meeting closed at 7.42pm

Chairman..