

WOOTTON PARISH COUNCIL

Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 23rd May 2012 at 7pm in the Memorial Hall, Wootton

- Present** Cllrs. Bygraves*, Chalmers, Doggrell, Lloyd, Price, Quirk, Wallace and Wheeler.
In Attendance: Sue Playford (Clerk) and RFO (Sue Bolton).
1 member of the public.
- ACM12/01 Election of Chairman.**
One nomination was received for Cllr Wheeler. Cllr Wheeler was nominated by Cllr Wallace, seconded by Cllr Price and all were in favour that Cllr Wheeler be elected Chairman for the ensuing municipal year.
- ACM12/02 Signing of Declaration of Office by Chairman.**
Cllr Wheeler duly completed and signed the Declaration of Acceptance of Office, witnessed by the clerk.
- ACM12/03 Apologies for absence.**
Cllrs Bennett, Hall, Rowse and Woolfenden. Cllr Bygraves* arrived at 7.15pm and no apologies were received from Cllrs Cruse and Prescod. A letter of resignation from Cllr Bland had been received by Cllr Wheeler earlier that afternoon and was brought to the following full council meeting.
- ACM12/04 Declarations of interest.**
None.
- ACM12/05 Appointment of Vice Chairman.**
One nomination was received for Cllr Lloyd. Cllr Lloyd was nominated by Cllr Quirk, seconded by Cllr Price and all were in favour that Cllr Lloyd be elected Vice-chairman for the ensuing municipal year.
- ACM12/06 To approve the creation of a Complaints committee.**
All present agreed to the creation of this committee.
- ACM12/07 To approve the re-introduction of the Leisure & Amenities committee.**
All present agreed to the re-introduction of this committee.
- ACM12/08 To approve the election of members to the following committees:**
- Communications
 - Complaints
 - Finance & General purposes
 - Leisure & Amenities
 - Planning & Environment
- Please see attached. The clerk pointed out that the Standing Orders stated a minimum of 6 members per committee with the exception of the accounts sub-committee. Cllr Wheeler agreed to approach Cllr Bennett with regard to joining Communications.
- ACM12/09 Election of representatives to other bodies:**
- Charities - Bob Lunniss Charity

It was agreed by all present that Cllrs Price and Wheeler be elected as parish council representatives.

Wootton Church and Poor's Land Charity

It was agreed by all present that Cllrs Price and Wheeler be elected as parish council representatives.

Wootton Poor's Land Charity

It was agreed by all present that Cllrs Price and Wheeler be elected as parish council representatives.

- **Village Hall**

It was agreed by all present that Cllrs Quirk and Doggrell be elected as parish council representatives.

- **Memorial Hall**

It was agreed by all present that the clerk (Sue Playford), RFO (Sue Bolton) and Cllr Price be elected as parish council representatives.

ACM12/10 To review Standing Orders.

It was formally resolved by all present that the Standing Orders circulated ahead of this meeting be adopted by Wootton Parish Council.

ACM12/11 To review Financial Regulations.

It was formally resolved by all present that the Financial Regulations circulated ahead of this meeting be adopted by Wootton Parish Council.

ACM12/12 To review and adopt a Complaints Code of Practice.

It was formally resolved by all present that the Complaints Code of Practice circulated ahead of this meeting be adopted by Wootton Parish Council, with effect from 1st July 2012.

ACM12/13 To review Information available under the Model Publication Scheme.

It was formally resolved by all present that the Information available under the Model Publication Scheme circulated ahead of this meeting be adopted by Wootton Parish Council.

ACM12/14 To review and adopt a Grants/Subsidies scheme.

It was formally resolved by all present that the Grants/Subsidies scheme circulated ahead of this meeting be adopted by Wootton Parish Council.

ACM12/15 To confirm dates of meetings for 2012-2013.

It was formally resolved by all present that the dates of meetings for 2012/13 circulated ahead of this meeting be adopted by Wootton Parish Council.

ACM12/16 To agree affiliation fees for 2012-2013.

It was formally resolved by all present that the affiliation fees for 2012/13 circulated ahead of this meeting be approved.

ACM12/17 To appoint an internal auditor.

It was agreed that Gill Wiggs be re-appointed as the internal auditor at the same cost as last year - £85. Cllr Price requested that her report and/or general feedback be circulated to all members when available.

Meeting closed at 7.23pm

Chairman.....

Date.....