

# Farnham Parish Council

## **DRAFT** Minutes of the Annual General Meeting

held in the Museum Inn on

Monday 15<sup>th</sup> May 2017 at 7:00pm

**Present:** Chair Penny Everard (PE), Vice Chair Gail Sadd (GS), Cllr Roy Bartlett (RB), Cllr Vicky Forbes (VF), Cllr Tracey Hartles (TH), Cllr Ned Miller (NM) and Parish Clerk Sara-Jane Newenham (SJM) Cllr Deborah Croney NDDC and DCC.

**17/AGM/01 Apologies for absence:** Cllr Piers Brown

**17/AGM/02 To elect a Chairman of the Parish Council 2017-2018** Cllr Penny Everard was elected as Chairman, nominated by NM and seconded by GS

**17/AGM/03 To receive declarations of acceptance of office:** All councillor paperwork is up to date and completed

**17/AGM/04 To elect a Vice-Chairman of the Parish Council 2017-2018** Gail Sadd was elected as Vice Chairman, nominated by PE and seconded by TH

**17/AGM/05 To appoint Parish Officers for 2017-2018** Parish Officers for the year 2017-2018 were appointed as follows:

**17/AGM/06 To confirm councillor responsibilities for the year 2017-2018:** Councillor responsibilities were agreed as below:

<b>Chair</b>	<b>Penny Everard</b>	All responsibilities of a chair person
<b>Vice Chair</b>	<b>Gail Sadd</b>	All responsibilities of Vice Chair and Pathways
<b>Cllr</b>	<b>Roy Bartlett</b>	All responsibilities of Cllr and Play park management
<b>Cllr</b>	<b>Vicky Forbes</b>	All responsibilities of Cllr and Tree management
<b>Cllr</b>	<b>Tracey Hartles</b>	All responsibilities of Cllr and Assistant to the parish clerk
<b>Cllr</b>	<b>Ned Miller</b>	All responsibilities of Cllr and Highways/flood/snow/ice

**Parish Clerk Sara-Jane Newenham** All responsibilities of Parish Clerk and RFO

**17/AGM/07 Items of urgent business not included on the agenda:**

-Annual Financial Return: Financial spreadsheets were circulated by parish clerk (SJM) for scrutiny. All Councillors were satisfied with the paperwork presented and FPC approved Section One and Section Two of the Annual Return for the year ended 31<sup>st</sup> March 2017 for the internal and external audits. Section One was nominated by VF and seconded by TH. Section Two was nominated by PE and seconded by TH.

-Insurance renewal for the play ground with Cane and Company. FPC discussed the opportunity to accept a three year binding agreement, as this will reduce the cost of the annual premium.

-Minutes of the AGM Meeting held on 5<sup>th</sup> April 2016 signed by PE, proposed by GS and seconded by TH

There being no further business the meeting ended 7:20pm

**Signed.....**

**Chairman**

**Date.....**