

**WEST HAGBOURNE PARISH COUNCIL
ANNUAL GENERAL MEETING HELD ON 13TH MAY 2010
MINUTES**

Location: Hagbourne Primary School

Present: Phil Taylor (PT), Sue Totterdell (ST), Tom Barker (TB)

Members of the public present: Michele Thornhill

Apologies: Cllr Patrick Greene (SODC meeting), M Judd.

1. Minutes of the Annual Meeting held on 14th May 2009.

The minutes were accepted as a true and correct record.

2. Matters arising.

There were no matters arising.

3. Election of Chair and declaration of acceptance of office.

Phil Taylor stepped down as Chair.

In the absence of M Judd the council was not quorate. This annual meeting was therefore suspended and the regular council meeting convened which allowed the adoption of a new councillor to fill the existing vacancy making the council quorate and able to continue with the business of its annual meeting.

Following this ST proposed PT as Chair (seconded by TB) who was then re-elected Chairman of the Parish Council.

The Declaration of Acceptance of Office was signed by the Chairman in the presence of the Clerk.

4. Election of vice- Chair

MJ was proposed as vice chair in her absence.

This process to be formally confirmed at the next council meeting which is in July.

5. Reports from other bodies

The following reports were presented to the Council in the 2010 report.

- a) East and West Hagbourne Cemetery Committee
- b) Hagbourne Parochial Charities
- c) Hagbourne School Governors
- d) Hagbourne Village Hall
- e) Parish Plan Steering Group. ST requested that, for new villagers, if neighbours could let her know asap a Welcome Pack could be delivered and where possible email addresses obtained.
- f) Western Villages Alliance

6. Appointment of trustees and representatives on other bodies

- Hagbourne Village Hall - It was confirmed that Keith Little had continued in the role he held when he had been a Parish Councillor, but will continue to represent parishioner's interests on the committee now that Janet Cockburn has agreed to formally represent the Parish Council and will report annually to it. The clerk will update C Barfoot.

The following representatives remain,

- ST – Cemetery committee.
- MJ – Village Association/ Hagbourne Charities and,
- T Pritchard – ORCC Transport representative, recent appointment.

7. Annual Accounts and authorisation of cheques drawn

The Annual accounts were presented to the Council. The Council approved these as a true record of the Council's receipts and payments and financial position. The accounts were signed off.

The Council approved all cheques drawn during 2009/10 (see attachments to these minutes).

The internal audit had been completed and signed off by the internal auditor. The annual return for the external auditor had been completed for section 1&2 and these were signed in the meeting.

The clerk will add Michele Thornhill to the cheque authorisation list.

8. Renewal of subscriptions

The Council agreed to renew the subscriptions to :-

- Oxfordshire Association of Local Councils
- Oxfordshire Rural Community Council.
- Society for Local Council Clerks

9. Donations

At this meeting the Council decided to make donations of £25 each this year to four (4) selected charities.

The Royal British Legion was confirmed as one of these charities.

However due to the number of letters requesting consideration it was agreed that any other donations should be identified by the Annual Parish meeting (15th May 2010).

The clerk to prepare a list of charity options based on passed donations for that meeting.

10. Insurance arrangements

The Red Kiosk has been added to the insurance cover.

The Council decided to renew the policy with Allianz Insurance plc in accordance with the renewal notice

11. Banking arrangements

The Council decided to reappoint Barclays bank as the Council's bankers. The clerk to monitor and review if more appropriate arrangements become available elsewhere.

12. Any Other business

None.

Chairman..... Date.....