

BRETENHAM PARISH COUNCIL

ANNUAL GENERAL MEETING

Held on Thursday 20th May 2021 in the Village Hall commencing at 7.30pm

MINUTES

Chairman Mr C Clarke, Clerk/RFO Mrs Della Clarke, Councillors Mrs L Collings, Ms B Cronk, Mr P Truin, Ms Alyson Wilson, Mr P Bendall, Internal Auditor Mr R Bere and Mrs E Bere, Nick Taverner and Pete Knight.

- 1 Election of Chairman. Mr C Clarke confirmed that he was willing to continue as Chairman and VC E Woods proposed his election for a further term and was seconded by Cllr P Truin. No other nominations received. Unanimously voted Mr C Clarke as Chairman.
- 2 Newly elected Chairman will sign declaration at the end of the meeting.
- 3 To accept and approve apologies for absence –there were none received.
- 4 To resolve that the Minutes of the Annual General Meeting held on the 9th May 2019 are a correct record (minutes were circulated prior to meeting) – all parties happy with the minutes and resolved they were an accurate reflection. Chairman to sign the minutes.
- 6 To elect and make appointments
 - 6.1 Vice-Chairman – Cllr E Woods nominated by Cllr P Truin, seconded by Cllr L Collings, unanimously approved by the rest of the Councillors.
 - 6.2 Councillor (following resignation of existing Councillor) – Cllr P Bendall stepped down and was thanked for his hard work. Chairman confirmed vacancy had been advertised throughout village. One application received from N Taverner, proposal to co-opt N Taverner. Unanimously voted in by all Councillors. Declaration to be signed after meeting.
 - 6.3 Internal Auditor - Chairman Chris Clarke asked Roger Bere if he was willing to continue in his role as Internal Auditor, Roger Bere confirmed he was happy to continue and was unanimously approved by the rest of the councillors.
 - 6.4 Planning Chairman/Committee - Chairman raised Cllr Bendall has stepped down but Cllr Taverner not picking this up. No Cllrs wanted to volunteer. P Bendall continuing for a few weeks, TBC on new representative.
 - 6.5 SALC Representative - Chairman Chris Clarke proposed Cllr Wilson to continue in this role and was unanimously approved by the rest of the councillors.
 - 6.6 Suffolk Passenger Transport Representative - Chairman Chris Clarke proposed Cllr Peter Truin to continue in this role and was unanimously approved by the rest of the councillors.
 - 6.7 Footpath Liaison Officer - Martin Annis was proposed by Chairman Chris Clarke and unanimously approved by the rest of the councillors – Martin to be consulted after meeting to ensure happy to proceed.
 - 6.8 Tree Officer - Chairman Chris Clarke proposed Andrew Gooderham to continue in this role and was unanimously approved by the rest of the councillors.
 - 6.9 Website Co-ordinator - Chairman Chris Clarke proposed Beth Clarke was to continue as website co-ordinator. VC E Woods would contact to ensure Beth Clarke happy to continue.
 - 6.10 Neighbourhood Watch Co-ordinator - Val McGuill was proposed by Chairman C Clarke and unanimously approved by the rest of the councillors. Chairman to contact Val to ensure happy to continue.
- 7 To review and confirm:
 - 7.1 Cheque signatories - currently all cheques are signed by both the Chairman, Cllr Collings and VC E Woods, with a further signatory Cllr Collings designated as a signatory to authorise payments along with one of the other signatories if either the Chairman or Vice Chairman are unavailable to authorise payments. This was unanimously approved by the rest of the councillors.
 - 7.2 Standing Orders – Clerk/ RFO circulated existing document and action for Clerk to consult with SALC about updated version noting move away from EU. To be approved at a later date.

- 7.3 Internal Procedures & Controls** – Clerk circulated existing document prior to meeting and Chairman made some revisions, to include what the general public is able to do. Also updated the amount of annual income/expenditure and the fact we obtain CIL money. Cllrs unanimously happy with them being correct and document duly revised.
- 7.4 Financial Regulations** - Clerk/RFO went through changes and discussed what they were. Agreed amendments subject to cheque signatories being the ones to sign doc on clause 6.16 and limit of £200 for debit card transactions. Councillors confirmed unanimously they were happy with these.
- 7.5 Terms of Reference for Planning Sub Committee** – Cllrs unanimously happy that still representative and correct following review. Discussed whether fit for purpose for having a non-councillor to undertake this role. Confirmed that in the interim, P Bendall would continue and would circulate each planning permission requiring input to three Councillors and would rotate the responsibility to report to BDC with the Councils response (as P Bendall would not be able to respond to them as a non-councillor).

8 AOB – none raised.

Closed AGM 20:01

Della Clarke | Clerk/RFO

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Circulation:

Mr C Clarke, Chairman*

Ms E Woods, Vice-Chairman (also Magazine Editor)*

Councillors:

Mr P Bendall (also Sub Committee Planning Chairman)*

Mrs Lindsey Collings*

Miss Beverley Cronk *

Mrs Alyson Wilson* (also SALC Representative)

Mr Peter Truin* (also Suffolk Passenger Transport)

Mr Martin Annis, Footpath Liaison Officer*

Mr Roger Bere, Internal Auditor*

Mr Andrew Gooderham, Tree Officer*

* by email

VHNB/Village Website