

TISBURY PARISH COUNCIL

Minutes of Annual General Meeting held on Tuesday 14th May 2013

at 7:00 pm in the Elizabeth Hall, Tisbury

DRAFT

- 13.05.01 **Election of Chairman:** Patrick Duffy was elected unopposed.
proposed DC/seconded JBM/unanimous
- 13.05.02 **Present:** P.Cnllrs P. Duffy (Chairman), Mrs J. Amos, T.J.Barnes, J. Berkley-Matthews, D. Carroll, Miss F. Corp, Ms J. Ings, M. McGrath, Mrs A. West, D. Wood - 10.
Also in attendance: Mrs S. Harry (Clerk).
Apologies received and accepted: P.Cnllr Mrs P. Chave; WCnllr T. Deane; 2 no. CBOs.
- 13.05.03 **Declarations of Acceptance of Office and Register of Interests:** **Clerk**
All Declarations of Acceptance of Office had been received and Register of **AW**
Interests forms were required from P.Cnllrs Mrs A. West and D. Wood. **DW**
P.Cnllrs were reminded that Election Expenses forms were required from everyone, **All**
even if there had been no expenditure.
- 13.05.04 **Election of Vice-Chairman:** David Carroll was elected unopposed.
proposed MMcG /seconded JBM/unanimous
- 13.05.05 **Election of Responsible Financial Officer:** John Berkley-Matthews was elected unopposed.
proposed MissFC /seconded MrsJA/unanimous
- 13.05.06 **Minutes of the last meeting held on 1st May 2012** - these were accepted as correct and signed by the Chairman.
Proposed DC / Seconded JBM / unanimous of those present(5) **Clerk**
At this point the Chairman, supported unanimously, asked that thanks be recorded in the minutes to the 3 retired/un-elected P.Cnllrs at the last election, together with letters of thanks for the huge amount of work that each undertook voluntarily. **Clerk**
- 13.05.07 **Appointments of Councillors with Special responsibilities and Membership of Committees:** **Clerk**
P.Cnllrs agreed unanimously the appointments made as detailed in the attached table. **Clerk**
It was noted that any committee would need a TOR; this applied to the JBC and planning committee only.
- 13.05.08 **Appointment of Representatives to Non-Parish council Committees:** **Clerk**
P.Cnllrs agreed unanimously the appointments made as detailed in the attached table.
- 13.05.09 **Amendment of Dispensations Policy**
Parish Councillors resolved to approve the revised draft previously circulated with the agenda papers. **Proposed PD / Seconded DC / unanimous** **Clerk**
- 13.05.10 **Review of Standing Orders:**
An amendment would take the form of a note at the end of section 7d. to provide clarity and consistency with the Dispensations Policy.
Also, as TPC used voting papers for selection of Co-option candidates, the ballot slip procedure used needed to be specified in the SOs, including a signature on each slip.
Parish Councillors resolved to approve the revisions above.
Proposed PD / Seconded DC / unanimous **Clerk**
- 13.05.11 **Review of Financial Regulations:**
P.Cnllrs resolved that no changes were necessary.
Proposed DC / Seconded JBM / unanimous **Clerk**
- 13.05.12 **Review of Asset Register**
Parish Councillors resolved to approve the revised draft previously circulated with the agenda papers.
Proposed DC / Seconded MMcG / unanimous **Clerk**

13.05.13 **Review of Risk Register**

P.Cnllrs agreed that the risk register required further examination and would be re-presented to the July meeting.

There being no further business the meeting closed at 7.29pm.

**Mrs JA
Clerk**

May 2012	Min no. on Committee; all others = 1 P.Cnllr with responsibility	Janet Amos	Terry Barnes	John Berkley-Matthews	David Carroll	Pamela Chave	Felicity Corp	Patrick Duffy	Jo Ings	Mike McGrath	Amanda West	David Wood
Joint Burial (JBC) - *a	3			X	X			X				
Planning - *b	all	X	X	X	X	X	X	X	X	X	X	X
Allotments / Composting											X	
Amenity Maintenance	2		X		X							
Play area inspections	1				X							
Footpaths & By-ways	1					X						
Trees Warden		Mrs Debbie. Carter (volunteer)										
Community Emergency Volunteer		James Scott-Clarke (volunteer)										
Risk analysis co-ordinators	1	X										
Youth & Community	1										X	
Transport issues	1								X			
Neighbourhood Planning	1	X										
Community Garden							X					
Community Campus	1		X				X	X				X

Parish Council Representatives in other organisations:												
Alice Combes Trust	1			X								
Lord Arundell of Wardour Trust	1									X		
Sports Centre Committee	1		X				X					
Tisbury Community Safety Partnership	1			X								
TISBUS	1				X							
Victoria Hall Committee	1						X					
Tisbury Link Scheme	1				X							
Tisbury Business Association	1							X				

Notes:

*a - TOR already in place

*b - TOR required