

# Tisbury Parish Council Annual General Meeting

Tuesday 1<sup>st</sup> May 2018 @ 7:00 pm, Reading Room, High Street, Tisbury

1. **ELECTION OF CHAIRMAN** - P.Cnllrs resolved to elect Patrick Duffy as Chairman (for one more year only at his request).

**Proposed PD/seconded JA/unanimous**

2. Apologies for absence - Simon Davison, Felicity Corp, Liz Coyle-Camp and Jo Ings all gave apologies that were accepted.

Present - Patrick Duffy, Janet Amos, Gerry Murray and Russell Wright.

3. Declarations of Office and Register of Interests - Patrick Duffy signed the Declaration of Office form and other P.Cnllrs indicated that the current RoIs were up to date.

4. **ELECTION OF VICE-CHAIRMAN** - P.Cnllrs resolved to elect Simon Davison as Vice-Chairman with a view to being Chairman in 2019.20.

**Proposed PD/seconded JA/unanimous**

5. Minutes of the last meeting on 16<sup>th</sup> May 2017 - P.Cnllrs resolved the previously circulated minutes as a true record with the correction of the Alice Combes Trust representative being left vacant rather than being P.Cnllr JA.

## **Appointments of Councillors with Special Responsibilities:**

6. P.Cnllrs resolved the responsibilities as detailed on the attached table.

**Proposed GM/seconded JA/unanimous**

## **Appointment of Representatives to Non-Parish Council functions:**

7. P.Cnllrs resolved the representatives as detailed on the attached table.

**Proposed FC/seconded GM/unanimous**

## **Annual Reviews:**

8. Review of Standing Orders - the previously circulated new Model Standing Orders were resolved; noting that the orders now incorporated recent changes in legislation.

**Proposed JA/seconded GM/unanimous**

9. Review of Financial Regulations - the previously circulated revised regulations were resolved; noting that the minor changes made were to accommodate the new financial software package.

**Proposed GM/seconded JA/unanimous**

10. Review of Asset Register - P.Cnllrs noted the 3 versions\* of the asset register circulated, before noting that the 27 road closure related signs and 10 bollards acquired at a cost of £13370.50 during March and April had been added to the register and stored in the garage; also that 1 new finger post had been erected at junction of Tisbury Row and Jobbers Lane; the other replacement finger post at the junction of Court Street with Chicks Grove Lane would be erected soon, although the values were not yet finalized. P.Cnllrs resolved the additions made,

but not to add the new assets to the insurance policy at an approximate cost of £300.

**Proposed RW/seconded GM/unanimous**

\*i - revision of y/e 2016/17 asset figure to include the computer and shredder (less the VAT error) and removal of the Samsung laptop.

ii - Assets for ye 31.03.2018 (+24 road closure signs plus 10 bollards)

iii - Assets at 01.05.2018 (plus 3 further road signs and 2 fingerposts)

11. Review of Risk register - P.Cnllrs noted that a financial risk register was now kept and resolved the necessary amendments.

**Proposed JA/seconded GM/unanimous**

12. Draft Annual Accounts - P.Cnllrs resolved the financial statements previously circulated including reserves, statutory accounts, year end spends v. budgets, bank reconciliation and draft annual return prior to Internal Audit examination.

**Proposed GM/seconded RW/unanimous**

<b>Parish Councillor responsibilities</b>	<b>Minimum number of Councillors with responsibility</b>	<b>Janet Amos</b>	<b>Elizabeth Coyle-Camp</b>	<b>Felicity Corp</b>	<b>Simon Davison</b>	<b>Patrick Duffy</b>	<b>Jo Irgs</b>	<b>Gerry Murray</b>	<b>Russell Wright</b>				
Finance	1							X					
Joint Burial (JBC)	3			X		X	X						
Planning	all												
Allotments							X						
Amenity Maintenance	2												
Play area inspections	1							X					
Footpaths & By-ways	1		X										
Risk analysis co-ordinator	1	X											
Youth & Community	1			X	X								
Transport & Car parking issues	1				X			X	X				
Neighbourhood Planning	1	X											

Trees Warden	Volunteer - Debbie Carter	
Community Emergency Volunteer	Volunteer - vacant	

<b>Appointment of Representatives to Non- Parish Council functions:</b> These positions carry no responsibility unless elected to act as an Officer , e.g. Chairman, Vice-Chairman etc.		Janet Amos	Elizabeth Coyle- Camp	Felicity Corp	Simon Davison	Patrick Duffy	Jo Ings	Gerry Murray	Russell Wright			
Alice Combes Trust *	1								X			
Lord Arundell of Wardour Trust*	1				?				X			
TISBUS	1			X								
Victoria Hall Committee	1											
Tisbury Link Scheme	1								X			
Tisbury Business Association	1					X						
Nadder Centre	1											
Tisbury Memory Group	1						X					
Environmental Issues	1				X							