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Minutes of the **Blakeney Parish Council Annual General Meeting (AGM)** which was held on **Wednesday 20th May 2015 at 7pm** in the Parish Office.

Present:- Tony Faulkner (Chairman), Jenny Girling (Vice-Chairman), Samantha Arlow (part), Margaret Benson, Alban Donohoe, Barry Girling, Edward Hackford, Roger Hall, Rosemary Thew & Neil Thompson.

Clerk:- Tracey Bayfield.

Public:- 0.

1. *To receive* nominations for the **ELECTION OF:-**
 - (a) Chairman for 2015/16 – It was ***proposed & agreed*** that Tony Faulkner continues in this role.
 - (b) Vice Chairman for 2015/16 – It was ***proposed & agreed*** that Jenny Girling continues in this role.
2. All **DECLARATIONS OF ACCEPTANCE OF OFFICE** forms had been fully completed by all members.
3. **APOLOGIES FOR ABSENCE** – Were received & ***accepted*** from Glenn Aikens (*away*). A letter of thanks and congratulations to the new Council was read on behalf of Mrs Ann Wootten.
4. **DECLARATIONS OF INTERESTS** from members – Nothing declared.
5. **ADJOURNMENT** – To allow for Public Participation was not required.
6. It was ***proposed & agreed*** that the following **PROCEDURAL DOCUMENTS** are adopted, with minor wording amendments were noted;
 - i) Standing Orders.
 - ii) Financial Regulations: Amend item 2.5 to read *annual*, 3.3. replace the word Council with *annually & Finance Committee*, 6.1. and the following *Bacs, Chaps or other Order*.
 - iii) Risk Assessment, Amend risk no. 1 to say *pay & display*, no. 9 to read, *The £100 float given to the attendants at the beginning of each season is for use in both car parks*.
 - iv) Internal Financial Controls.
 - v) Asset Register, adopted, but Clerk to query rebuild cost for the Parish Office and the Jubilee shelter/toilet/storage.

7. It was ***proposed & agreed*** that Blakeney Parish Council meets the conditions as prescribed by the Secretary of State to use the **GENERAL POWER OF COMPETENCE** ie; Has more than two thirds elected members, a fully qualified Clerk, who holds the Certificate in Local Council Administration plus a Certificate of Higher Education in Local Policy, the Clerk has completed the relevant stand alone training in the exercise of the general power.
8. **ELECTION OF:** serving Parish Councillors to represent BPC on the following outside organisations. Each of the following were ***proposed & agreed*** in turn;
- i) **Blakeney Area Advisory Group (BAAG)** – If there is still a need for a representative then it will be *Tony Faulkner*.
 - ii) **Village Hall Trust** – *Rosemary Thew*.
 - iii) **Special Area of Scientific Interest (SAC)** – If there is still a need for a representative then it will be *Tony Faulkner*.
 - iv) **NNDC Area Forum** – If there is still a need for a representative then it will be *Tony Faulkner with Roger Hall as reserve*.
 - v) **Safer Neighbourhood Action Panel (SNAP/Police)** – We will no longer have a named representative for this committee, however, we are happy with the relationship we have with the Police.
9. **REVIEW OF COMMITTEE STRUCTURE:** including Sub Committees, Advisory Groups & Working Parties where need be. Each of the following were ***proposed & agreed*** in turn;

The following statements are extracted from the Standing Orders and apply automatically.

The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee.

Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year. (The Chairman & Vice-Chairman of the Parish Council, do not automatically become Chairman and Vice-Chairman of any Committee.)

For each committee you must decide, whether or not they have delegated powers, ie. power to act within their own budget constraints and without having to refer back to Full Council.

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Also worthy of note, is that during the past term, Ann Wootten, Louise Leonard, Mary James and Leanne Welch had served on many of the groups listed below.

- i) **PLANNING COMMITTEE** – (with delegated powers): *All members wish to be on this, and hence no Committee now needed. Planning items will now form part of the Full Council agenda.*
- ii) **FINANCE COMMITTEE** – (with delegated powers): *Margaret Benson, Jenny Girling, Roger Hall, Tony Faulkner, Glenn Aikens, Rosemary Thew & Edward Hackford.* (No limit on number of members.)
- iii) **PERSONNEL COMMITTEE** – (with delegated powers): *Jenny Girling, Roger Hall, Rosemary Thew, Margaret Benson & Neil Thompson*) Ideally 5 or 6 members.
- iv) **DINGHY PARK MANAGEMENT COMMITTEE** – (with delegated powers): *Tony Faulkner, Alban Donohoe & Neil Thompson.*) Other members are made up from the Blakeney Sailing Club and members of the Public. (Maximum of 3 Members from BPC.)
- v) **BONFIRE & FIREWORKS COMMITTEE** – (with delegated powers): *Barry Girling, Jenny Girling, Alban Donohoe, Samantha Arlow & Neil Thompson.* (Minimum of 5 Members would be ideal.)
- vi) **BPC AFFORDABLE HOUSING COMMITTEE (& BNHS)** – (with delegated powers): *Jenny Girling, Tony Faulkner, Roger Hall, Alban Donohoe, Margaret Benson, Rosemary Thew & Neil Thompson.*) (No limit on number of members.)
- vii) **HIGHLY PROTECTED MARINE AREAS (MARINE CONSERVATION ZONES)** – (without delegated powers): *Tony Faulkner & Barry Girling.*) (Maximum of 2.)
- viii) **RECREATIONAL COMMITTEE** – (with delegated powers.): *Margaret Benson, Alban Donohoe, Jenny Girling, Roger Hall, Glenn Aikens, Rosemary Thew, Samantha Arlow & Edward Hackford.*) (No limit on number of members.)

TRUSTEES -

- i) **PARISH COUNCIL TRUSTS** – Reconfirmed that “other than where detailed specifically on any deeds/constitution, Parish Council Trustees should be present serving Parish Councillors and not ex Parish Councillors. Ie. once a Parish Councillor leaves the Council, he/she leaves all other positions in relation to the Parish Council Charities/Trusts/Committees.”

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- ii) **WAR MEMORIAL COTTAGES** – *Serving Trustees: Tony Faulkner, Roger Hall, Jenny Girling, Alban Donohoe & Neil Thompson.* (No limit. This trust meets on an as and when need be basis.)
- iii) **THE PASTURES & OTHER BLAKENEY LAND CHARITABLE TRUST** – *Serving Trustees for 2014/15 were: Jenny Girling, Tony Faulkner, Alban Donohoe, Margaret Benson, Glenn Aikens, Rosemary Thew & Edward Hackford* (Constitution requires 7 Cllrs and 2 members of the public, currently Michael Wilson and Clare Marris. This trust meets on an as and when needed basis, usually no more than a couple of times a year.)
- iv) **POOR'S LAND** – *Serving Trustees for 2014/15 were: Jenny Girling, Barry Girling, Margaret Benson & Rosemary Thew.* (Made up of 4 Cllrs plus the Vicar as per the Constitution, this trust only meets once a year.)
- v) **PARISH RENT** – *Serving Trustees for 2014/15 were: Jenny Girling, Barry Girling, Margaret Benson & Edward Hackford.* (Maximum number of 4 Cllrs. This trust only meets once a year.)

Meeting closed at 8.00pm.

Chairman _____