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Minutes of the **Annual General Meeting (AGM)** of Blakeney Parish Council which was held on **Tuesday 7th May 2019 at 7pm** in the Parish Office.

Present: - Rosemary Thew (Chairman), Jenny Girling (Vice-Chairman), Samantha Arlow, Barry Girling, Edward Hackford, Neil Thompson & Jess Tutt.

Parish Clerk & RFO:- Tracey Bayfield.

Public:- 0.

1. **Resolved** to accept the following nominations for the **ELECTION OF:-**
 - (a) Chairman for 2019/20 – Rosemary Thew.
 - (b) Vice Chairman for 2019/20 – Jenny Girling.
2. **DECLARATIONS OF ACCEPTANCE OF OFFICE** – Forms for the role of Chairman and Vice-Chairman were duly completed.
3. **APOLOGIES FOR ABSENCE** – Were **accepted** from; Nigel Sutcliffe (*away*), Shirley Everett (*unwell*), Alban Donohoe (*work*) & Iain Wolfe (*work*).
4. **DECLARATIONS OF INTEREST** from members in relation to this meeting – No declarations of interest were received.
5. Members were reminded that their register of **DECLARATIONS OF INTERESTS** should be reviewed and confirmed as being up to date and that they are each responsible for their own.
6. **OPEN PUBLIC SESSION** – No members of public were present.
7. It was **resolved** to adopt the following **PROCEDURAL DOCUMENTS** –
 - i) Model Standing Orders as amended in 2018.
 - ii) Financial Regulations.
 - iii) Financial Risk Assessment.
 - iv) Effectiveness of Internal Financial Controls/Internal Auditor.
 - v) Asset Register – updated for 2019/20. (*Clerk will question the inclusion of the BMX track, although it is highly unlikely to make any notable different to the insurance premium.*)
 - vi) Terms of Reference for Committees; (the following were reviewed in detail for the last AGM; Data Protection, Neighbourhood Plan Steering Group, Dinghy Park Management Committee.)
 - vii) Any Policies which require updating.

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8. It was **resolved** to appoint the named elected serving Parish Councillors to represent BPC on the following **OUTSIDE ORGANISATIONS**.
- i) **Village Hall Trustee Representative – Rosemary Thew with Edward Hackford** as the reserve member. *This is not compulsory, but good practice.*
 - ii) **North Norfolk Coast Advisory Group – Rosemary Thew with Iain Wolfe as reserve member.** The agenda will be scrutinised before attending, as it is noted that no other Parish or Town Council attends these meetings, however, we would like to remain associated and receive the agenda and minutes.
 - iii) **North Norfolk Town & Parish Forum – Rosemary Thew.**
 - iv) **The Blakeney Channel Coastal Community Team - Alban Donohoe, Neil Thompson & Iain Wolfe.**
9. **REVIEW OF COMMITTEE STRUCTURE**: including Sub Committees, Advisory Groups & Working Parties where need be.

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, but not Charitable Trusts.

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. Except where ordered by the Council, the quorum of a Committee or Sub-Committee shall be one half of its members.)

It was **resolved** to appoint as follows:-

- i) **PLANNING COMMITTEE** – No longer required as all planning applications are dealt with by the Full Council therefore this committee is formally dissolved.
- ii) **FINANCE COMMITTEE** – (with delegated powers.) **Jenny Girling, Rosemary Thew, Edward Hackford, Iain Wolfe, Neil Thompson & Nigel Sutcliffe.** Terms of Reference state 6 Members ideal. **Therefore the Quorum is 3 Members.**

- iii) **PERSONNEL/DATA PROTECTION COMMITTEE** – (with delegated powers.) **Jenny Girling, Rosemary Thew, Neil Thompson, Edward Hackford & Samantha Arlow.** Terms of Reference state 5 Members. **Therefore the Quorum is 3 Members.**
- iv) **BLAKENEY NEIGHBOURHOOD PLAN STEERING COMMITTEE** – **Rosemary Thew, Jenny Girling, Iain Wolfe & Tracey Bayfield.** Terms of Reference state up to 12 members in total; including the 4 Parish Councils reps. **(Iain to be formally asked if he wishes to remain on this Committee.)**
- v) **DINGHY PARK MANAGEMENT COMMITTEE** – (with delegated powers.) **Alban Donohoe, Neil Thompson & Iain Wolfe.** 3 x Parish Councillors, Blakeney Sailing Club x 3, 2 x member of the Public, 1 x Blakeney Harbour Association and 1 member of The National Trust, should they wish. Public. *(See Terms of Reference.)*
- vi) **BONFIRE & FIREWORKS COMMITTEE** – (with delegated powers.) **Jenny Girling, Samantha Arlow, Neil Thompson, Jess Tutt & Rosemary Thew.** Terms of Reference state minimum of 5 or 6 members. **Therefore the Quorum is 3 Members.**

Barry Girling advised that although coming off the Committee, he was still happy to help with the bonfire & fireworks event.

- vii) **BPC AFFORDABLE HOUSING COMMITTEE (& BNHS)** – *(with delegated powers.)* **Jenny Girling, Alban Donohoe, Rosemary Thew, Neil Thompson, Samantha Arlow & Shirley Everett.** Minimum of 5 or 6 members ideally, the Quorum will be a half of the Members. **Therefore the Quorum is 3 Members.** **(Nigel Sutcliffe to be asked if he would like to join this committee.)**
- viii) **RECREATIONAL COMMITTEE** – Any items which would have previously been considered by this committee, will now be referred to Full Council, and therefore this committee is now dissolved.
- ix) **PARTY ON THE PASTURES COMMITTEE** – *(with delegated powers.)* **Samantha Arlow, Jenny Girling, Rosemary Thew, Jess Tutt & Shirley Everett.** With 4 members of the Public also on committee.

TRUSTEES -

PARISH COUNCIL TRUSTS – *To reconfirm* that “other than where detailed specifically on any deeds/constitution, Parish Council Trustees should be present serving Parish Councillors and not ex Parish Councillors. I.e. 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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It was **resolved** to appoint the following:-

- i) **WAR MEMORIAL COTTAGES – Jenny Girling, Alban Donohoe, Neil Thompson & Edward Hackford.** (4 maximum for Land Registry purposes. This trust meets on an as and when need be basis.) Other working aspects of this Trust are being looked at with a Solicitor going forward and are ongoing. **(Alban Donohoe to be formally asked if he is still happy to be a formal trustee.)**
- ii) **POOR’S LAND – Jenny Girling, Barry Girling, Rosemary Thew & Samantha Arlow.** (Made up of 4 Cllrs plus the Vicar as per the Constitution, this trust only meets once a year.)
- iii) **PARISH RENT – Jenny Girling, Barry Girling, Rosemary Thew & Samantha Arlow.** (Maximum number of 4 Cllrs. This trust only meets once a year.)
- iv) **RED HOUSE LAND - Neil Thompson (current Parish Cllr), Mervyn Williamson (current owner of The Red House Land) and Roland Goodison of Old Garden Cottage (Public).** As per the Trust Deed document dated 1st December 1934, The property shall hereafter be held by three Trustees, two of them shall be appointed by the Parish Council of Blakeney and the third shall be appointed by the owner of The Red House, who is empowered to appoint himself as a Trustee.
- v) **To note THE PASTURES & OTHER BLAKENEY LAND CHARITABLE TRUST –** *Serving Trustees are each member of The Parish Council, who are automatically Trustees, but this Trust must meet and operate totally independent of the Parish Council, as per legal advice obtained 2017.*

Meeting closed at 7.38pm.

Chairman _____