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Minutes of the **Annual General Meeting (AGM)** of Blakeney Parish Council which was held on **Tuesday 6th May 2014 at 7pm** in the Parish Office.

Present:- Tony Faulkner (Chairman), Jenny Girling (Vice-Chairman), Ann Wootten, Leanne Welch, Mary James, Alban Donohoe & Roger Hall.

Clerk:- Tracey Bayfield.

Public:- 0.

1. It was ***proposed & agreed*** that the;
 - (a) Chairman for 2014/15 is Tony Faulkner.
 - (b) Vice Chairman for 2014/15 is Jenny Girling.
2. **DECLARATIONS OF ACCEPTANCE OF OFFICE** – Forms were completed and signed by the Chairman and Vice-Chairman.
3. **APOLOGIES FOR ABSENCE** – Were received & ***accepted*** from Glenn Aikens (*away*), Margaret Benson (*away*), Barry Girling (*away*) & Louise Leonard (*work*).
4. **DECLARATIONS OF INTERESTS** from members – There were none.
5. **ADJOURNMENT** – To allow for Public Participation was not required.
6. It was ***proposed & agreed*** that we adopt the following **PROCEDURAL DOCUMENTS**: i) Standing Orders, ii) Financial Regulations (the new model ones will be presented at the next meeting), iii) Risk Assessment, iv) Internal Financial Controls, v) Asset Register.
7. **ELECTION OF**: serving Parish Councillors to represent BPC on the following outside organisations. The following were ***proposed & agreed***;
 - i) Blakeney Area Advisory Group (BAAG) – Tony Faulkner.
 - ii) Village Hall Trust Representative - Margaret Benson.
 - iii) Special Area of Scientific Interest (SAC) - Tony Faulkner.
 - iv) NNDC Area Forum - Tony Faulkner with Roger Hall as reserve.
 - v) Safer Neighbourhood Action Panel (SNAP/Police) – Barry Girling.
8. **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.

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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.)

The following were **proposed & agreed;**

- i) **PLANNING COMMITTEE – (with delegated powers.)** Ann Wootten, Jenny Girling, Tony Faulkner, Barry Girling, Alban Donohoe, Louise Leonard, Margaret Benson, Glenn Aikens & Leanne Welch.
- ii) **FINANCE COMMITTEE – (with delegated powers.)** Margaret Benson, Jenny Girling, Roger Hall, Tony Faulkner, Mary James & Glenn Aikens.
- iii) **PERSONNEL COMMITTEE – (with delegated powers.)** Ann Wootten, Jenny Girling, Alban Donohoe, Louise Leonard, Roger Hall & Leanne Welch.
- iv) **DINGHY PARK MANAGEMENT COMMITTEE – (with delegated powers.)** Tony Faulkner, Alban Donohoe & Margaret Benson) Other members are made up from the Blakeney Sailing Club and members of the Public.
- v) **BONFIRE & FIREWORKS COMMITTEE – (with delegated powers.)** Barry Girling, Jenny Girling, Alban Donohoe & Leanne Welch.
- vi) **BPC AFFORDABLE HOUSING COMMITTEE (& BNHS) – (with delegated powers.)** Ann Wootten, Jenny Girling, Tony Faulkner, Roger Hall, Alban Donohoe, Margaret Benson, Mary James & Leanne Welch.
- vii) **REFERENCE AREAS (MARINE CONSERVATION ZONES) – (without delegated powers.)** Tony Faulkner & Barry Girling.
- viii) **RECREATIONAL COMMITTEE – (with delegated powers.)** Louise Leonard, Margaret Benson, Alban Donohoe, Jenny Girling, Roger Hall & Glenn Aikens.

TRUSTEES – The following were **proposed & agreed;**

- i) **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

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leaves all other positions in relation to the Parish Council Charities/Trusts/Committees.”

- ii) **WAR MEMORIAL COTTAGES** – *Ann Wootten, Tony Faulkner, Roger Hall & Jenny Girling.*
- iii) **THE PASTURES & OTHER BLAKENEY LAND CHARITABLE TRUST** – *Ann Wootten, Jenny Girling, Tony Faulkner, Alban Donohoe, Louise Leonard, Margaret Benson & Glenn Aikens. (Made up of 7 Cllrs and 2 members of the public, currently Michael Wilson and Clare Marris.)*
- iv) **POOR’S LAND** – *Ann Wootten, Jenny Girling, Barry Girling & Margaret Benson. (Made up of 4 Cllrs plus the Vicar as per the Constitution.)*
- v) **PARISH RENT** – *Ann Wootten, Jenny Girling, Barry Girling & Margaret Benson.*

Meeting closed at 7.23pm.

Chairman _____