

**BOUGHTON PARISH COUNCIL ANNUAL MEETING MINUTES**

**HELD ON : FRIDAY 12<sup>th</sup> MAY 2017 AT 7:00PM**

**VENUE: ALL SAINTS, BOUGHTON**

Present:	The Chairman	Cllr Tom E Roberts
	The Vice Chairman	Cllr Andy S Beeston
	Councillors	Cllr David Cooper
		Cllr Mark Pogmore
	Parish Clerk	Carole Edwards
	Members of the public	1

**14. Election of Officers (Chairman and Vice Chairman)**

*Proposed by Cllr Beeston*

*Seconded by Cllr Pogmore*

*'That Cllr Tom Roberts is elected Chairman of Boughton Parish Council for the council year 2017/2018.'*

*All in favour.*

Cllr Roberts signed a Declaration of Acceptance of the Office of Chairman of Boughton Parish Council.

*Proposed by The Chairman, Cllr Roberts*

*Seconded by Cllr Pogmore*

*'That Cllr Andy Beeston is elected Vice Chairman of Boughton Parish Council for the council year 2017/2018.'*

*All in favour.*

Cllr Beeston signed a Declaration of Acceptance of the Office of Vice Chairman of Boughton Parish Council.

**15. Apologies**

Apologies were received from Cllr Ian Davis (work commitment), Borough Councillor Colin Sampson and County Councillor Martin Storey.

**16. Responsible Financial Officer and Clerk**

*Proposed by Cllr Pogmore*

*Seconded by Cllr Cooper*

*'That Mrs Carole Edwards continues to be Clerk and Responsible Financial Officer for Boughton Parish Council.'*

*All in favour.*

*TO*

**17. Responsibilities**

The following responsibilities for the 2017/2018 year were confirmed:

Assets – Cllr Cooper

Communication – All

Boughton Fen – The Chairman of the Boughton Fen Committee, currently Cllr Pogmore

Finance – The Clerk

Highways – The Chairman, Cllr Roberts

Playground – The Vice Chairman, Cllr Beeston

Planning – All

Public footpaths – Cllr Cooper

Village green – Cllr Cooper and The Vice Chairman, Cllr Beeston

**18. Re-ratification of the Boughton Fen Committee**

*Proposed by Cllr Cooper*

*Seconded by The Vice Chairman, Cllr Beeston*

*'To rescind and reform the Boughton Fen Committee.'*

*All in favour.*

Councillors on the Boughton Fen Committee 2017 2018 would continue to be David Cooper, Ian Davis, Mark Pogmore and Tom Roberts.

It was confirmed that the Annual Boughton Fen Committee meeting, followed by an ordinary Boughton Fen Committee meeting would be taking place on Friday, 19<sup>th</sup> May 2017 at 7pm.

**19. Boughton Parish Council - Insurance**

The majority of questions regarding Boughton Parish Council's insurance policy had been answered. Members agreed that the following final list of questions be asked of the insurance company:

- Members thought that the value of the telephone kiosk would have increased over the years and wanted to check if the insurance premium was adequate to cover the cost if it was damaged or stolen.
- Christmas tree lights and cables – are these covered?
- Boughton Fen - Should the insurance premium be increased for the outfall weir and pipework. Cost will be £2,100.
- Playground – Recently there was an accident and the bridge needed replacing. The cost would be £956 plus VAT. Can the council claim for this under the insurance policy?

The Chairman, Cllr Roberts agreed to ask the questions and report back to members.



**20. Boughton Parish Council – Documentation Review**

All documents had now been merged into one.

Risk assessments were still under review and would be completed by Cllr Cooper for discussion at the next Boughton Parish Council meeting.

Boughton Fen documents were also under review and would be discussed at the next Boughton Fen Committee meeting. The Boughton Fen website would also be updated with the reviewed documentation.

**21. Boughton Parish Council – Auditors plus Banking Arrangements**

The Chairman, Cllr Roberts and the Clerk/Responsible Financial Officer would be completing the Annual Return for the year ended 31st March 2017 over the coming weekend. A date for the internal auditor, John Cross, to visit would then be arranged.

There have been ongoing significant problems with the Boughton Fen Barclays Bank accounts. Transferring monies from one account to another has been a problem with different staff members at Barclays Bank giving contradictory advice/instructions. This had been going on for a long time and the Chairman of the Boughton Fen Committee, Cllr Pogmore was still trying to resolve the situation. He had recently written a letter of complaint and was waiting for a response. He was also considering going to the Banking Ombudsman.

Members agreed to consider moving the Boughton Fen bank accounts to Lloyds Bank (the only alternative bank left in Downham Market). The Chairman of the Boughton Fen Committee, Cllr Pogmore would raise the issue at the next Boughton Fen Committee meeting.

**22. Dates for Parish Council meetings 2016/17**

A list of proposed dates for meetings had been circulated by the Clerk (Appendix 1). These were agreed and would now be sent by the Clerk to Pam Wakeling (to book the Church), Kevin Fisher (for the website), Borough Councillor Colin Sampson and County Councillor Marin Storey.

The Chairman, Cllr Roberts is writing an article for Group 4 News and would incorporate dates of meetings.

The Chairman thanked everyone for attending and closed the meeting at 7.57pm.

702  
Downham  
11/8/2017





**Parish Council and Committee Meetings 2017/18**

<b>Annual Parish Meeting</b>	<b>Friday, 28<sup>th</sup> April 2017</b>
Parish Council Meeting	Friday, 28 <sup>th</sup> April 2017 (follows Annual Parish Meeting)
Annual Parish Council Meeting	Friday, 12 <sup>th</sup> May 2017 (Election of Chairman etc.)
Boughton Fen Committee Meeting	Friday, 16 <sup>th</sup> June 2017
Parish Council Meeting	Friday, 21 <sup>st</sup> July 2017
Boughton Fen Committee Meeting	Friday, 15 <sup>th</sup> September 2017
Parish Council Meeting	Friday, 27 <sup>th</sup> October 2017
Boughton Fen Committee Meeting	Friday, 8 <sup>th</sup> December 2017
Parish Council Meeting	Friday, 26 <sup>th</sup> January 2018 (Budget and precept setting)
Boughton Fen Committee Meeting	Friday, 16 <sup>th</sup> March 2018
<b>Annual Parish Meeting</b>	<b>Friday, 27<sup>th</sup> April 2018</b>
Parish Council Meeting	Friday, 27 <sup>th</sup> April 2018 (follows Annual Parish Meeting)
Annual Parish Council Meeting	Friday, 11 <sup>th</sup> May 2018 (Election of Chairman etc.)
Boughton Fen Committee Meeting	Friday, 8 <sup>th</sup> June 2018 (Election of Chairman etc.)

**Important dates/Events**

April 2018 - Internal Audit

