

Boughton Parish Council.

**Annual General Meeting. 4th May 2012. 7.00pm
At All Saints Church. Councillors are summoned to a
meeting for the purposes of transacting the following
business.**

1. Apologies for Absence
2. Election of officers (Chairman, Vice Chairman)
3. Minutes of AGM 2010 – D Horkan
4. Standard Forms Review
 - Risk assessment (Processes & Pond)
 - Asset Register
 - Standing Orders Local
 - Financial Regs
5. Matters Arising
6. Committees
7. Financial Report and Adoption of Accounts
D Horkan
8. Authorised Bank Transaction Signatories.

AGM Close.

The public are invited to this meeting.

Boughton Parish Council AGM – 4th May 2012 All Saints Church, Boughton

Final Draft Minutes.

Date held: 4th May 2012 **Venue:** All Saints, Boughton

Present:

Dave Horkan (DHO) Clerk
 Frank Reid (FRE) Councillor/Chairman
 Geoff Proctor (GPR) Councillor
 Mark Pogmore (MPO) Councillor
 Tim Madgwick (TMA) Councillor
 Peter Agate (PAG) Councillor
 David Cooper (DCO) Councillor
 Public Members 5

Apologies:

Chair: Frank Reid

Distribution: Boughton Council Members

No	Item	Action by	Action date
1.	<p>Apologies</p> <p>None required</p>		
2.	<p>Election of Officers</p> <p>TMA opened the meeting and moved the election of officers TMA proposed Frank Reid (FRE) as Chairman, seconded by GPR and all agreed, FRE elected as Boughton Parish Council Chairman 2012/13 PAG proposed GPR as vice Chairman, seconded by MPO, all agreed, GPR elected as Vice Chairman.</p>		
3.	<p>Minutes of previous meeting</p> <p>DHO presented the minute of the 2011/12 AGM for approval and signature, approved and signed acceptance by FRE and seconded by TMA</p>	Note	
4.	<p>Standard Forms Review</p> <p>Standard forms compiled for general use and form of order following 11/12 audit, proposed and accepted for issue at next audit. Asset register needs update following fen purchases</p>	MPO	Audit
5.	<p>Matters Arising</p> <p>None</p>		
6.	<p>Committees</p> <p>Proposed to retain Fen Committee, agreed and approved.</p>		

No	Item	Action by	Action date
	Additional councillor duties remain unchanged	Note	
7.	<p>Financial Report</p> <p>The financial report of 2010/11 was presented by DHO and approved – detail included in following minutes</p> <p>MPO discussed Fen Accs, these were then approved and agreement reached that fen accs will be audited as separate committee along with BPC audit scheduled late May.</p> <p>Probable location FRE residence, DHO to organise.</p>	<p>Note</p> <p>Note</p> <p>DHO</p>	<p></p> <p></p> <p>27/5</p>
8.	<p>Authorised Bank Transaction Signatories</p> <p>Status quo agreed</p> <p>Meeting Closed</p>		