

Boughton Parish Council.

Annual General Meeting. 3rd May 2013. 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 AGM 2012
4. Standard Forms Review
 - Risk assessment (Processes & Pond)
 - Asset Register
 - Standing Orders Local
 - Financial Regs
 - Fen Committee terms of reference
 - Members code of Conduct
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.

Date of next meeting 2nd May 2014 at All Saints Church, Boughton at 7pm

Final Minutes.

Date held: 3rd May 2013 **Venue:** All Saints, Boughton

Present:

Dave Horkan (DHO)	Clerk	Apologies:	Peter Agate (PAG)
Frank Reid (FRE)	Councillor/Chairman		Tom Roberts (TRO)
Geoff Proctor (GPR)	Councillor		
Mark Pogmore (MPO)	Councillor	Chair:	Frank Reid
Tim Madgwick (TMA)	Councillor		
Andy Beeston (ABE)	Councillor	Distribution:	Boughton Council Members, Group4 & Village pump
David Cooper (DCO)	Councillor		
Public Members	3 number		

No	Item	Action by	Action date
1.	<p>Apologies</p> <p>Councillors PAG cannot attend due to personal reasons and TRO is on vacation and did not have the notification of the date previously as he is new to council.</p>		
2.	<p>Election of Officers</p> <p>GPR nominated FRE, seconded by DCO. FRE accepted as an honour to serve in this position, signed and passed declaration of acceptance to Clerk. DHO to pass to relevant recipient. No nominations were received for vice chairman so the process in standing orders will now take precedent should the Chair not be present. FRE thanked GPR for his work as vice chairman in 2012-13</p>	DHO	10/5/13
3.	<p>Minutes of previous meeting</p> <p>DHO presented the minutes of the 2012/13 AGM for approval and signature, approved and signed acceptance by FRE and seconded by</p>	Note	
4.	<p>Standard Forms Review</p> <p>Standard forms compiled for general use and form of order proposed and accepted for issue at next audit. Asset register updated by clerk following fen purchases. Fen committee terms of reference reviewed, changed and adopted following change in council constitution. Standing orders reviewed, changed and adopted following change in council voting rules.</p>		

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5.	<p>Matters Arising</p> <p>None</p>																																																																																								
6.	<p>Committees</p> <p>Fen committee ratified and constitution agreed.</p>																																																																																								
7.	<p>Financial Report</p> <p>The financial report of 2012/13 was presented by DHO and approved as set out below.</p>																																																																																								
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Boughton Parish Council AGM – 3rd May 2013 All Saints Church, Boughton

No	Item	Action by	Action date
	Mower fuel		30/07/2012 £22.46
	Grass cutting		01/08/2012 £225.00
	Mower fuel		31/08/2012 £43.17
	Mower fuel		06/10/2012 £23.17
	Grass cutting		06/10/2012 £225.00
	Stakes and spares		12/10/2012 £42.60
	J Cross audit		15/10/2012 £20.00
	Mazars Audit fee		20/10/2012 £186.00
	Mower fuel		20/10/2012 £46.87
	Mower fuel		15/11/2012 £22.79
	Hedge Cutting - Playground		05/12/2012 £48.00
	Church Yard Grass Cutting		27/12/2012 £37.50
	Clerk costs postage and stationary		04/03/2013 £50.00
	Sub Total		£1,922.81
	Total		£1,836.38
	Savers Acc		£1,867.54
	Balance as bank statement - BPC		£1,836.38
	AccTotals		£3,703.92
	Budget amount		£1,500.00
	Fen Accs as explained by MPO		
	Assets as 2012 year end	£6,616	
	Income 12/13	£7,104	
	Expenditure 12/13	£6,917	
	Assets as 2013 year end	<u>£6,803</u>	
	Minus current liabilities - £1,820	£4,983	
	Totals BPC and Fen	<u>£8,687</u>	
8.	Authorised Bank Transaction Signatories		
	Agreed as FRE, MPO and GPR		
	Meeting Closed		