

**BOUGHTON PARISH COUNCIL ANNUAL GENERAL MEETING MINUTES**

**HELD: 15<sup>TH</sup> MAY 2015 AT 7:00PM**

**VENUE: ALL SAINTS, BOUGHTON**

Present:	The Chairman	Cllr Tom E Roberts
	The Vice Chairman	Cllr Peter J Agate
	Councillors	Cllr Andy S Beeston
		Cllr David Cooper
		Cllr Ian Davis
		Cllr Mark Pogmore
	Parish Clerk	Carole Woolnough

**1. To receive apologies for absence**

There were no apologies for absence.

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

**i Chairman**

**Proposed by Cllr Davis**

**Seconded by Cllr Cooper**

**‘That Cllr Roberts is elected Chairman of Boughton Parish Council’**

**All Councillors in favour.**

The new Chairman, Cllr Roberts thanked the out-going Chairman, Frank Reid for his progressive and effective Chairmanship over the past eight years.

**ii Vice Chairman**

**Proposed by Cllr Beeston**

**Seconded by Cllr Pogmore**

**‘That Cllr Agate is elected Vice Chairman of Boughton Parish Council’**

**3. Responsible Financial Officer and Clerk**

**i Responsible Financial Officer (RFO)**

Cllr Agate agreed to continue his role as Responsible Financial Officer.  
All Councillors were in favour.

**ii Clerk**

Carole Woolnough agreed to continue in her role as Clerk.  
All Councillors were in favour.

The Chairman thanked Sue Pogmore for assisting the Council by taking the minutes of Parish Council meetings over the past year.

**4. Responsibilities**

The following responsibilities were agreed by members:

- |                                |   |
|--------------------------------|---|
| a Communication                | Cllr Davis  |
| b Document review              | The Clerk, Carole Woolnough   |
| c Fen Committee                | The Chairman of the Fen Committee   |
| d Highways                     | Cllr Roberts  |
| e Planning                     | Cllrs Pogmore and Agate. Cllr Pogmore will be responsible for reporting back to Council meetings. |
| f Playground                   | Cllr Beeston  |
| g Public footpaths and signage | Cllr Cooper   |
| h Street furniture             | Cllrs Beeston and Cooper  |

**5. Continued ratification of the Boughton Fen Committee**

The Chairman, Cllr Roberts thanked Cllr Pogmore for his successful chairmanship of the Fen Committee over the past year.

**For: 5 Councillors**

**Abstained: 1 Councillor**

**6. Standard forms review**

Members agreed to defer the standard forms review until all documents had been reviewed and updated by the Clerk.

**7. Bank signatories**

Members agreed that the following Councillors will remain as bank signatories:

- Cllr Cooper
- Cllr Pogmore

The following will be removed as a signatory as he is no longer a Councillor:

- Mr Frank Reid

The following Councillor will be added as a signatory:

- Cllr Roberts

Cllr Agate volunteered to complete the relevant forms and take them to the Council's bank (Barclays Bank, Downham Market). Members agreed that it would be sensible to organise signatories for the Fen Committee bank account at the same time, although signatories will not be agreed until the next Fen Committee meeting.

The Chairman closed the meeting at 7.22pm.