

# WEST AUCKLAND PARISH COUNCIL

Sharon Hall, Clerk to the Council  
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Minutes of AGM/Annual Public Meeting held Monday, 9<sup>th</sup> May 2011 at 7.00 pm,  
Parish Community Room, Monteith Close, West Auckland

**AGM AGENDA** - (Annual Public Meeting to follow immediately)

## 11.27 Election Of Chair

Cllr Hazel Charlton was nominated and voted in as Chairperson for the coming year.

## 11.28 Chairman to sign Acceptance OF Office & Code Of Conduct for coming year.

Cllr Charlton accepted the responsibility and signed the Declaration of Acceptance of Office of Parish Council Chairperson as required.

## 11.29 Election of vice-Chair

Cllr Colin Mairs was nominated and accepted the responsibility of vice-Chairperson for the coming year.

## 11.30 To agree Annual Subscriptions to CDALC, SLCC and OS

It was agreed that all annual subscriptions should continue this year.

## 11.31 To accept apologies for absence

Apologies were received from Cllr Roberts.

## 11.32 To confirm minutes of meeting held 4<sup>th</sup> April 2011

The minutes were approved and signed accordingly.

## 11.33 Clerks' tabling of correspondence and endorsing of cheques for invoices received.

CHEQUE No	DETAILS	AMOUNT	PREVIOUSLY AGREED
10319	Allotment skip	£139.00	Y

## 11.34 To check/approve Annual Report including Financial Accounts Years End 31 March 2011

The accounts were checked and approved by those present. These were proposed as correct by Cllr Charlton and seconded by Cllr Ferguson.

### **11.35 To review/amend Standing Orders, Financial Regulations, Risk Assessments & Asset Register.**

The following proposals were made by Cllr Ferguson:

- That a standard agenda item be included on all agendas to discuss any issues arising with groups using the premises.
- That all proposals and decisions seconded be recorded in the minutes. This proposal was unanimously agreed by those present.
- It was also proposed that “any other business” be included in the agenda; the Clerk reminded those present that it is not good practice as the public should be given a minimum of 5 days notice of agenda items to allow transparency of business and a minimum of 3 days notice of any potential financial decision be considered.

In addition to these proposals the Financial Regulations will be updated to include the HM Revenue and Customs introduction of Pay As You Earn (PAYE) for clerk’s income.

### **11.36 To receive any further items in addition to those listed for 6<sup>th</sup> June 2011 meeting**

- To consider costs of fencing.
- To consider purchase of village notice board
- To discuss Nursery improvements
- To discuss bottle banks
- To discuss seat on Copeland Road
- To discuss signs on village green
- To discuss new car park
- To discuss the football monument.
- To discuss Westlife
- To discuss Parish Room Groundrules

7.30 pm

**Annual Public Meeting – Chairman’s Report**