

**NOLTON AND ROCH**

**COMMUNITY COUNCIL**

**Minutes of the Annual General Meeting of the Nolton and Roch**

**Community Council, held at Victoria Hall, Roch**

**On Tuesday 6th<sup>th</sup> May 2014**

**MEMBERS PRESENT**

P Pinson, D Smith, Mrs J Gale, M Canton, M Harries,

**Clerk** P Messer

**1. ELECTION OF CHAIRMAN**

It was proposed by D Smith and agreed by all that Councillor P Pinson be re-elected Chairman for 2014/2015.

**2. SIGNING DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

Councillor P Pinson signed the declaration of acceptance of office for Chairman including agreement to the code of conduct.

**3. APOLOGIES**

Mrs A Ricketts, J Hancock

**4. MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

It was resolved that the minutes of the A.G.M held on the 13<sup>th</sup> May 2013 having been circulated to councillors be confirmed and signed.

**5. MATTERS ARISING**

There were no matters arising.

**6. APPOINTMENT OF VICE CHAIRMAN**

It was proposed by Councillor J Harries and agreed by all that Councillor D Smith be elected Vice-Chairman for 2014/15.

**7. APPOINTMENT OF COMMITTEES, REPRESENTATIVES, OFFICERS ETC**

**a. PLANNING COMMITTEE**

It was resolved that the following serve on this committee:-

Chairman, Vice Chairman, Councillor M Canton and two members to serve in alphabetical order for three months.

**b. VICTORIA HALL COMMITTEE**

It was resolved that the Vice Chairman represent Council on this committee.

**c. ROCH SCHOOL**

It was resolved that Mrs J Gale be forwarded as additional community school governor at Roch school.

**d. PRESS OFFICER**

It was resolved that the Clerk be appointed Press Officer.

**e. SIGNATORIES ON COUNCIL CHEQUES**

It was resolved that the Clerk plus any two of the following sign community council cheques:-

Councillors

P Pinson

D Smith

J Hancock

Mrs J Gale

Mrs A Ricketts

**f. PROPER OFFICER**

It was resolved that the Clerk be designated Proper Officer of the council.

**g. FINANCIAL OFFICER**

It was resolved that the Clerk be designated as the Responsible Financial Officer.

**h. INTERNAL AUDITOR**

It was resolved that B Hall be appointed Internal Auditor

**i. CLERK'S SALARY**

It was resolved that the Clerk's salary be paid according to the Local Government National Joint Council annual recommendations. Expenses to be claimed quarterly.

**8 FUTURE COUNCIL MEETINGS**

**Date** – That whenever possible, Council meetings be held on the First Monday of the month ( August excepted )

**Venue** – Meetings to alternate, whenever possible, between the Nolton Reading Room and the Victoria Hall Roch.

**Time** – Council meetings to commence at 7.30pm unless an earlier time be approved at the previous full council meeting.

**9 TO ADOPT STANDING ORDER NO 1**

**Voting Procedures at Council meetings**

“ Voting at Council Meetings shall be by a show of hands but Councillors may by resolution adopt such other method of voting as they consider expedient on any particular matter.”

It was resolved that Standing Order No 1 be adopted.

**10 TO ADOPT STANDING ORDER NO 2**

**Procedures for examining Planning Applications**

“ If any member of this Council's Planning Committee, or any other Councillor, raised an objection or shows concern regarding a planning application, the Council must be convened to examine that application.”

It was resolved that Standing Order No 2 be adopted.

**11 TO ADOPT STANDING ORDER NO 3**

“ Any purchase of goods or execution of work authorised by this council in excess of £700 will be by tender of at least two sealed quotes. To be opened in the presence of at least two persons and a full record of the contents of the tenders should be signed by all those present at the opening.”

It was resolved that Standing Order No 3 be adopted.

**12 TO ADOPT STANDING ORDER NO 4**

“Members of the public can approach the Council prior to the commencement of the meeting being allowed three minutes to address any issue on the agenda. The number of speakers and time allowed to be at the discretion of the Chairman to allow efficient transaction of the business in hand. Members of the public to notify the Clerk of their wish to speak and the subject being raised at least 4 days prior to the meeting.

It was resolved that Standing Order No 4 be adopted.

**13 CHAIRMANS REPORT**

Copies of the report have been circulated to all councillors.

**14 ANY OTHER BUSINESS**

None.

Chairman.....

Date.....