

# LITTLE DOWNHAM PARISH COUNCIL

## MINUTES of the Annual General meeting of the Parish Council held in the Village Hall, Little Downham, on Thursday, 13<sup>th</sup> May 2010 commencing at 7.00pm.

**Councillors present:** DA Adams-Payne, in the chair, and DJ Badcock, CM Frankland, CE Hall, EW Hall, RS Martin, M Oldfield, BL Taylor, AJ White and KO Winters.

**In attendance:** Three parishioners.

**APOLOGIES** - Apologies were received from Dist. Cllrs A Bailey, A Goodge and County Cllr P Read.

### 1/10 **TO ELECT CHAIRMAN FOR YEAR 2010/2011**

1. It was proposed by Cllr RS Martin, seconded by Cllr CE Hall that Cllr DA Adams-Payne be nominated as Chairman. There were no other nominations. A vote result was: 9 in Favour, 1 Against.  
**Resolved to duly elect Cllr Adams-Payne as Chairman for 2010/11.**  
Cllr Adams-Payne accepted and signed a Declaration of Acceptance as Chairman of Little Downham Parish Council.

### 2/10 **TO ELECT VICE CHAIRMAN FOR YEAR 2010/2011**

1. It was proposed by Cllr CM Frankland, seconded by Cllr DJ Badcock, that Cllr M Oldfield be nominated as Vice Chairman. There were no other nominations. A vote taken was unanimous in favour. Cllr Oldfield accepted the position.  
**Resolved was duly elect Cllr M Oldfield as Vice Chairman for 2010/11.**

### 3/10 **TO APPOINT MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES:**

(The Chairman and Vice-Chairman ex-officio shall be voting members of both committees)

**Resolved that the Parish Council Committees were made up of the following members:**

1. Admin & Finance Committee – Cllrs DA Adams-Payne, DJ Badcock, CM Frankland, EW Hall, RS Martin, M Oldfield and KO Winters.
2. Play Area & Recreation Committee – Cllrs DA Adams-Payne, DJ Badcock, CE Hall, M Oldfield, BL Taylor, AJ White and KO Winters.

### 4/10 **TO APPOINT REPRESENTATIVES ON THE FOLLOWING BODIES:**

1. **Book Café Subcommittee (3)** – Cllrs Adams-Payne, CE Hall & M Oldfield
2. **Downham Parish Conservation Volunteers** – Cllrs CE Frankland, RS Martin, A White & KO Winters
3. **Parish Website Working Group (1)** – Cllr KO Winters
4. **Village Hall Committee (1)** – Cllr CE Hall
5. **Youth Group (2)** – Cllr DJ Badcock

### 5/10 **TO APPOINT MEMBERS AS THE FOLLOWING:**

1. **Staff Appraisal Officer** - Cllr DA Adams-Payne
2. **Lead Child Protection Officer** – Cllr M Oldfield
3. **Neighbourhood Panel Representative** Cllr KO Winters

Cllr Winters questioned why there was no appointment of a P3 Representative and proposed there should be. Cllr Taylor seconded. The Council was reminded that Lt Downham is a non-P3 parish and there is no position available. It could apply for P3 again next year. Cllr Winters objected.

### 6/10 **TO REVIEW THE FOLLOWING:**

1. **Effectiveness of Internal Audits** – reviewed. **Resolved to approve.**
2. **Direct Debits** - **Resolved unanimously to approve list of Direct Debits with no amendments.**

### 7/10 **TO APPROVE YEAR END ACCOUNTS 31 MARCH 2010**

1. The Accounts were presented to the Council. It was agreed for the Chairman and Clerk to sign.  
**Resolved unanimously to approve the accounts for year ending 31 March 2010.**

### 8/10 **TO RECEIVE INTERNAL AUDITOR'S REPORT**

1. The Internal Auditor's Report was received. Matters were noted for consideration at future meetings.  
**Resolved to accept and note the Internal Auditor's Report for future consideration.**  
The council requested a letter of thanks be sent to the Internal Auditor.

### 9/10 **TO REVIEW SECTION 2 STATEMENT OF ASSURANCE AND APPROVE ANNUAL RETURN 2010**

1. The Council completed Section 2. The Annual Return was approved.  
**Resolved that the Chairman and the Clerk duly sign the Annual Return 2010.**

There being no further business, the meeting was closed at 7.45pm.

Signed ..... (Chairman) Date .....