

**MINUTES OF ANNUAL GENERAL MEETING OF
EAST WOODHAY PARISH COUNCIL
HELD ON TUESDAY 22nd MAY 2018 IN
EAST WOODHAY VILLAGE HALL
AT 7.15 P.M.**

CHAIRMAN	:	Cllr J Murdoch
PRESENT	:	Councillors Mr P Hurst, Mr P Jarvis, Mr B Lambert, Mr M Rand, Mrs S Cooper, Mrs H Teece
CLERK	:	Mrs S Owen,
ALSO PRESENT	:	Mr J Mitchell

ITEM 1: APOLOGIES

There were no apologies.

ITEM 2: DECLARATIONS OF INTEREST

There were no declarations of interest.

ITEM 3: COUNCILLOR CO-OPTION

Cllr Jarvis proposed, and Cllr Cooper seconded the co-option of James Mitchell to the council.

ITEM 3: RESOLUTION TO ELECT CHAIRMAN

Cllr Hurst proposed, and Cllr Lambert seconded that Cllr Mitchell be re-elected as Chair. Unanimously carried.

ITEM 4: RESOLUTION TO ELECT VICE-CHAIRMAN

Cllr Murdoch proposed, and Cllr Lambert seconded the election of Cllr Hurst as Vice-Chairman. Unanimously agreed. Cllr Hurst to be added as a bank signatory.

ITEM 5: RESOLUTION TO ELECT MEMBERS TO SUB-COMMITTEES

The council agreed to retain its current committee structure (see Appendix A).

APPENDIX A: EWPC COMMITTEES & ROLES SUMMARY

Committee	Description	Major / Minor	Current Chair and members
Finance	<ul style="list-style-type: none"> To manage the monthly income and expenditure Build the annual budget and set the tax level of the precept Track the annual spending against budget Manage any grants and S106 monies in conjunction with Basingstoke & Dean BC Manage annual audit Manage donation requests 	Major	Chair : James Mitchell Members : Amenities Chair & The Clerk <i>Desired councillors : 3</i>
Planning	<ul style="list-style-type: none"> To receive and comment on all planning application in the parish and on those issues that affect and/or impact our parish from neighbouring parishes To talk as relevant at B&D planning meetings on an applications To be a point of contact for any parishioner wanting to discuss planning application in the parish Owner of the Neighbourhood Plan (NP) document Owner of the Village Design Statement document (VDS) 	Major	Chair: Barry Lambert Members : John Murdoch, Susan Cooper, Mark Rand, Phil Jarvis <i>Desired councillors : 4</i>
Amenities	<ul style="list-style-type: none"> To manage and control all public amenity facilities in the parish To build cases and search for funding partners for any future amenities projects To manage the parish maintenance plan and associated contractors Management of footpaths in the parish and liaison with local land owners with respect to footpath and footpath furniture maintenance Manage allotments in the parish 	Major	Chair : Paul Hurst Members : Hanne Teece, (Footpaths), Paul Hurst, Phil Jarvis <i>+ 1 new councillor</i> <i>Desired councillors : 4</i>
Highways	<ul style="list-style-type: none"> Responsible for highways in the parish Liaison and close working with HCC with respect highway maintenance issues Management of parish hedgerow & ditches when they affect the highways 	Major	Chair : John Murdoch <i>Desired councillors : 1</i>
Police	<ul style="list-style-type: none"> Responsible for parish / police liaison Responsible for the CCTV systems Responsible for the SpeedWatch equipment and liaison with the community Speed Watch group 	Minor	Chair : Paul Hurst <i>Desired councillors : 1</i>
Disaster Planning	<ul style="list-style-type: none"> Responsible for the disaster recovery plan that is shared with neighbouring parish councils Annual update of plan with other parish councils Submission of updated plan to B&D 	Minor	Chair : Philip Jarvis <i>Desired councillors : 1</i>
IT	<ul style="list-style-type: none"> Management of EWPC website and Facebook page Management of EWPC Email service provider Knowledgeable on IT matters for the parish e.g. broadband 	Minor	Ad-hoc James Mitchell & The Clerk

East Woodhay Village Hall	<ul style="list-style-type: none"> Be the EWPC's representative as a member of the East Woodhay Village Hall committee 	Minor	Chair : Barry Lambert <i>Desired councillors : 1</i>
East Woodhay Charities	<ul style="list-style-type: none"> Be the EWPC's representative and member of the East Woodhay Charities committee – 2x meeting per annum 	Minor	Chair : Susan Cooper <i>Desired councillors : 1</i>
East Woodhay Twinning Association	<ul style="list-style-type: none"> Be the EWPC's representative and member of East Woodhay Twinning Association committee 	Minor	Chair : Philip Jarvis <i>Desired councillors : 1</i>
Utilities Liaison	<ul style="list-style-type: none"> Be the point of contact on the PC who is responsible for public utility liaison as relevant e.g. electricity, water, telephone and gas 	Minor	Chair : Philip Jarvis <i>Desired councillors : 1</i>
Clerk	<ul style="list-style-type: none"> Clerk to the council Administrative function to the Council Representative of EWPC to HALC Finance responsible for EWPC and auditors Employee to the EWPC 	Major	Sadie Owen <i>Mandatory role</i>
Litter Warden	<ul style="list-style-type: none"> Responsible for ensuring that EWPC is a litter free as possible in public places Responsible for the public litter bins Responsible for the dog foul waste bins Employee to EWPC 	Major	Patricia Barnes <i>Desired at least 1 litter warden</i>