**BARTON-ON-THE-HEATH PARISH COUNCIL**

**MINUTES OF THE ANNUAL GENERAL MEETING**

**HELD IN THE VILLAGE HALL on 23rd MAY 2018 at 6.30pm**

Present: Councillors: Mr J Coker (Chairman), Mrs G Cathie (Vice-Chairman),

 Lt Col J B Henderson and Brigadier J F Rickett

 Hon. Treasurer: Mrs M McPherson

 Clerk: Mrs P Mead

 Public: Mr J Castle, Mr K Corner, Mr James Hayman-Joyce, Mr A Jones, Mr and Mrs J Mathias, Mr C Maynell, Mr C Seymour-Smith, Mr and Mrs A Wield and Mr E Tyzack

1. Apologies: Councillor J Piney, Lady Vanessa Bolton, Christopher Fance, and Simon Lofthouse
2. The Minutes of the Annual General Meeting on the 6th June 2017 were approved, and were signed by the Chairman.
3. A**ccounts for the year ending April 2018**

The Hon Treasurer had circulated copies of the Final Financial Statement 2017-18 to the Councillors prior to the meeting.

It was noted that since the last Financial update on the 6th February 2018 the outstanding VAT claim of £196.90 had been received.

The Final Financial Statements for the year ending 30th April 2018 report a balance available to the PC of £499.24, after a transfer to the savings account of £400.

It was noted that we need to review our savings balance at 2018/19 year end, as we may be reaching the savings limit currently advised by the Local Council.

Councillor Henderson asked for an explanation of the reported reserve of £220.38 De-Fib Project c/f fro 2016/17. Former Treasurer, Mr Castle, explained that these were monies donated but not required for the purchase of the village defibrillator, therefore they had been reserved for future maintenance of the equipment.

The Council approved the Financial Statements.

Discussions regarding the internal audit of accounts were raised later in the meeting.

1. **Annual Return**

The Annual Return is not yet finalised

 **Chairman’s Report** – See Appendix 1.

 Election of Chairman for 2018-2019:

 Mr J Coker was re-elected (proposed by Brigadier Rickett and seconded by Lt Col Henderson)

1. Election of Vice-Chair for 2018-2019:

 Mrs G Cathie was re-elected (proposed by the Chairman and seconded by Brigadier Rickett)

1. Appointment of Parish Clerk for 2018-2019:

 A new Clerk needed to be appointed owing to Mrs P Mead’s resignation

1. Appointment of Honorary Treasurer for 2018-2019:

 Mrs M McPherson was re-elected (proposed by the Chairman and seconded by Mrs G Cathie

1. Appointment of Internal Auditor for 2018-2019:

 A new Internal Auditor had been approached but the Chairman would establish whether that person had to be a qualified chartered accountant.

1. Any Other Business – none
2. Date of next Annual General Meeting: Tuesday 16th May 2019, 6.30pm

The AGM closed at 6.58 p.m.

Appendix 1

CHAIRMAN'S REPORT 2016 - 2017

1. Since the last AGM we have had meetings on 19 May, 17 August, 12 October and 9 February

2. Village finances remain in good shape. Many thanks to John Castle for his careful fiscal   guidance.  We have, as you will see, a healthy balance in the accounts.

3. The village website is now in the safe hands of Alex Ward who continues to work on it to ensure it functions as well as it can and continues to provide an excellent service to the

 village and the wider community

4. I am very pleased to be able to report that the village defib has not yet been used

5. Planning This has not been a busy year for the village. Berkley House has been

 extended with the sunroom and garage block and building works are nearly complete

 The Chairman has a new office, please feel free to pop in any time for a coffee

 And 1 New Cottages has had its loft conversion and provision of dormer windows and it's retrospective consent supported by the Parish Council without recourse to a special

 meeting. The consent and it's retrospective consent to cover changes made to the original planning was granted on 12 May 2017.

6. Building work in the village:

  Gareth Davies would appear to have nearly finished his building works at Berkley House

  Simon Hood is on last stretch at Rose Cottage

  As far as ‘The Sheds’ are concerned, I think a buyer is imminent but that works will take some time to be commenced

7. Village Clean Up

 Chris Seymour-Smith was unable to duck fast enough to avoid the ball in respect of the

 village cleanup.

 Barney Henderson has managed this event superbly for many years and was delighted to pass on the batten to Chris.

 I am pleased to say that there was an excellent turnout and many thanks to Chris for his organisation.  No doubt due in some part to his pithy emails.

 Thanks to all those who turned out or ensured that the tasks were done by someone else whether that person was paid or unpaid.

 We must thank John and Maggie for the provision of excellent coffee and bacon rolls on top of their tidying efforts and, as ever, a special thanks to Eddie Hicks for disposing of all our collective debris

8. The Parish Plan

  Slow but steady progress is being made.  The questionnaire is now in draft format for

 approval. Once approved it will be circulated and responded to. We will then deal with the data analysis.  Following this will be a village exhibition/meeting to discuss the issues raised in the questionnaire.  The comments made there will help to guide the  action plan. Once  those action points are agreed the production of the document will be contemplated.

 The Chairman is meeting Stratford District Council on 14 June to review the status of the Village Design Statement in light of the council’s adopted local plan policies and to ensure that our document is fit for purpose as an appendix to the parish plan

9. And lastly many thanks to all of the Parish Councillors for their time and support over this past year.

Special thanks to Penny Mead for being an excellent clerk with the patience of a saint and the ability to be able to chase with good humour. I would also like to thank John Castle for his fiscal skills and John Shipton for his reliable auditing. Special thanks to both, for many years of service and I hope we are able to find worthy successors as they are both standing down.

James Coker

May 2016