

**MINUTES OF THE ANNUAL GENERAL MEETING OF UTKINTON & COTEBROOK PARISH
COUNCIL**

held at COTEBROOK VILLAGE HALL on Tuesday, 10th May 2016 at 7.00pm

Present: Cllrs. F. Tunney (Chair), T. Boyle, T. Burford, N. Parker, I. Priestner, G. Stewart.

In attendance: A Stubbs – Clerk
Cllr. E. Moore-Dutton - CWAC

16.05.01 Appointment of Chairman

Resolved: that Cllr. F Tunney be appointed Chairman for the ensuing year and the relevant completed and signed declaration of office be received.

Proposed: Cllr Stewart; seconded: Cllr Boyle

Cllr. Tunney took the Chair.

16.05.02 Apologies for Absence

Resolved: that the apologies for absence from Cllr. Needham be received and accepted.
There were no declarations of interest.

16.05.03 Appointment of Vice Chairman

Resolved: that Cllr. G. Stewart be appointed Vice Chairman for the ensuing year and the relevant completed and signed declaration of office be received.

Proposed: Cllr Boyle; seconded: Cllr Priestner

16.05.04 Acceptance of Office and Declarations of Interest

Resolved: that

- a) all declarations of acceptance of office would be as previously received
- b) all registrations of interests would be as previously received

**16.05.05 Casual Vacancies – to cop-opt any applicants and received Acceptances of Office/
Declarations of Interest**

None

16.05.06 Minutes

Resolved: that the minutes of the Annual General Meeting held on 20th May 2015 be noted. There were no matters arising.

16.05.07 Appointment of Committees, Terms of Reference and Allocation of Members' Responsibilities

Resolved: that

- a) there are currently two working groups:
 - Footpath to Tarporley group – led by Geoff Hope-Terry
 - Parish Plan group – led by Cllr. G. Stewart
- b) representation on external bodies be agreed:
 - Cllr. T Boyle - Tarporley High School
- c) Members' individual responsibilities be allocated as follows:
 - Cllr. G Stewart - The Quarry, Utkinton & Cllr Barnes - Cotebrook Greens, to carry out and record a monthly health and safety check, report back to the Council and liaise with the relevant contractor regarding maintenance
 - Cllr. Tunney – Website

16.05.08 Annual Subscriptions

Resolved: that the following annual subscriptions for 2016/2017 be agreed and paid:

Cheshire County Playing Fields Association	£18.00
CHALC	£213.85

Mid-Cheshire Footpath Society
Cheshire Community Action

£8.00
£20.00

16.05.09 Accounts and Audit

Resolved: that the annual accounts and audit return for 2015/2016 be agreed and signed off.
that the risk assessment be carried forward as it stands.
that the bank signatories will remain as at present

16.05.10 Insurance

Resolved: that the insurance quotation from Came & Company be accepted at a premium of £350.79 (this ties the Parish Council into a 3 year agreement with Ecclesiastical).

16.05.11 Appointment of Auditor

Resolved: that Mr P Sanders AIBA of Linnet Book-keeping Ltd be retained as Internal Auditor for 2016/2017.

16.05.12 Schedule of meetings for 2016/2017

Resolved: that meetings be held as follows:

Tuesdays at 7.30pm alternately at the Cotebrook and Utkinton Village Halls on:

Utkinton

14th June 2016

13th September 2016

8th November 2016

10th January 2017

14th March 2017

9th May 2017 (inc. Annual Parish/meeting and AGM)

Cotebrook

12th July 2016

11th October 2016

13th December 2016

14th February 2017

11th April 2017

There being no other business, the meeting closed at 8.50 pm.

Chairman

Date