

**At the Annual General Meeting of Aston Botterell, Burwarton and Cleobury
North Parish Council, held on Thursday 19th May, 2016**

Present Mrs.L.Atkinson, (Chairman), Mr.G.Hill, M/s A.Greenall.

Apologies M/s P.Fallows

Absent Mrs.R.Owen, Mr.P.Schofield, Mr.P.Johnson

Elections and appointments

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| a) Chairman | Mrs.Atkinson | Proposed by M/s Greenall, seconded by Mr.Hill |
| b) Vice-chairman | M/s Greenall | Proposed by Mrs Atkinson, seconded by Mr.Hill |

Acceptance of Office form was signed by the Chairman and Vice-chairman

Appointments

- | | |
|--------------------------------|---------------|
| a) Village Hall Representative | Mr.Schofield |
| b) Responsible Finance Officer | The clerk |
| c) Internal Auditor | Mr.T.Bradford |

All of the above appointments were unanimously agreed.

Confirmation of competence

The competence of both the clerk and Internal Auditor was discussed and judged to be satisfactory

Acceptance of Standing Orders Financial regulation

The Standing Orders and Financial Regulations, having been circulated, were considered to be adequate.

Minutes The minutes of the previous meeting having been circulated were taken as read, confirmed and signed as a correct record.

Reports Reports had been given at the Annual Parish Meeting

Correspondence

All e-mails from SALC, Shropshire Council, Police etc. had been forwarded to Councillors.

The clerk had written to the Chairman to inform her that she would be resigning the position on 31st October. SALC would be informed and advertisements regarding the vacancy would be placed on notice boards and in the Wheatlands News.

Planning

Consent for Application 16/01117 Erection of 2 bay open fronted garage at The Old Rectory, Cleobury North, Bridgnorth.

Finance

Balance at 12th May Deposit a/c £675.08, current a/c £4381.87

- a) Approval for payments :
Clerk £346.66, HMRC £69.20, Mark Steele £500, PC Insurance £297.46, SALC Membership £155.46, RTS (Accountant), £60
- b) Audit arrangements It was agreed that an extra-ordinary meeting to approve the Audit as soon as the Internal Auditor had completed his work.
- c) Cheque signatories for the ensuing year would remain as The Chairman, Vice-chairman and Mrs.Owen.
- d) It was agreed that the clerk should purchase a lap-top for Parish Council use.

The accounts were approved on a proposal by Mr.Hill and seconded by M/s.Greenall

Business for the next meeting There was no extra business for the next meeting

Date of next meeting The next Meeting would be held on Thursday, 7th July.