

**Minutes of Barkway Parish Council Annual Meeting
Held in the Reading Room on 8 May 2017 at 7.30pm.**

Councillors Present: Rev'd S Falaschi-Ray (Chair)
Dr G Frapporti
Dr R Davidson
Mr G Swann
Mr B Morss
Dr R O'Sullivan

Clerk: Mrs C Toms
County Cllr. Fiona Hill
District Cllr. Gerald Morris

Members of the Public: Lynette Tully, Tom Wornham

1. To elect Chairman for the year 2017/18 and sign Declaration of Acceptance of Office. It was proposed by Cllr. Morss and seconded by Cllr. Davidson that Cllr. Falaschi-Ray become Chair. All voted unanimously in favour. Declaration of Acceptance of Office was duly signed by Cllr. Falaschi-Ray and witnessed by the Clerk.

2. To elect Vice-Chairman for the year 2017/18 and sign Declaration of Acceptance of Office - It was proposed by Cllr. Falaschi-Ray and seconded by Cllr. Davidson that Cllr. Frapporti become Vice-Chair. All voted unanimously in favour. Declaration of Acceptance of Office was duly signed by Cllr. Frapporti and witnessed by the Clerk.

3. To receive Councillor's Declaration and Acceptance of Office - All Councillors signed their Declaration of Acceptance of Office and these were witnessed by the Clerk. The Clerk to send all documentation off to NHDC. **Action: Clerk**

4. To receive and accept apologies for absence - none received.

5. To fix calendar of meetings for 2016/17 - It was agreed that Ordinary Parish Council meetings would be held on the second Monday of every month.
Annual Meeting of the Parish Council - 9th May 2018
Annual Parish Meeting - 16th May 2018

7. To appoint representatives to serve on Committees

- 1) Finance – The Clerk, Cllrs. Falaschi-Ray, Frapporti and Davidson
- 2) Reading Room Management – The Clerk, Cllrs. Falaschi-Ray, Swann and Mr K McCormick
- 3) Neighbourhood Plan - Cllr. Falaschi-Ray, Cllr. O'Sullivan and Mrs Anna O'Sullivan

7. To reaffirm portfolios for the forthcoming term of office

- 1) Highways – Cllr. Swann
- 2) Planning - Cllr. Falaschi-Ray
- 3) Environment (Incl. Village Pond, Wagon Wash, BT Box and War Memorial) - Cllr. Frapporti
- 4) Community Property (Pavilion/Rec) & Recreation - Cllr. Morss. Cllr. Swann volunteered to help manage the Reading Room.
- 5) Neighbourhood Plan - Cllr. Falaschi-Ray and Cllr. O'Sullivan

6) Media and Communications - vacant position

7) Special Projects - Cllr. O'Sullivan

Cllr. Davidson wished to step back from his previous portfolio responsibilities of Council Property and instead would look after Corporate Governance and serve on the Finance Committee. He would also act as a support to Cllr. Falaschi-Ray when dealing with the large scale planning applications.

8. To review and approve Annual Governance Statement 2016/17

The Annual Governance Statement was reviewed and duly approved by the Parish Council.

9. To review and approve Statement of Accounts 2016/2017

The Clerk reported that the Annual Return had now been completed and the records were soon due to be handed over to Carol Willis in order for the Internal Audit to be carried out.

The Return showed a balance carried forward into next year of £60,979. This was £1,088 more than had been previously reported (10th April Parish Council meeting) due to the inclusion of the balance in the Pavilion fund raising bank account now being included within Parish Council finances (although this would remain ring-fenced funds specifically for expenditure for enhancement of the Pavilion facilities). It should be noted that apart from the Pavilion A/C fund of £1,088 this also included £22,398 of Solar Farm Community Contribution balance (£2,109 of which has already been allocated but not yet spent, leaving an unallocated balance of £20,289).

The increase in balance carried forward of £18,232 was mainly accounted for by a balance of £7,259 of unallocated money received this year from Push Energy as the third of five annual community contributions in mitigation of the solar farm, £1,088 Pavilion fund raising account balance. Delayed expenditure carried over into the next financial year was £3,500 for the completion of the Neighbourhood Plan, £2,400 for the renovation works to the War Memorial, this project was on hold as awaiting results of a grant application submitted to the War Memorial Trust before any work can commence (it was anticipated that a grant of £7,200 would be awarded towards the total cost of the £9,600 project). £2,500 as yet unspent on the legal fees to acquire the open space behind Windmill Close. Other savings had been achieved across the board by careful spending and negotiation of prices on expenditure items. The mild winter had meant an under-spend in the last year of £1,825 on Environment. The amount carried forward also included a reserve of 3 months of operating costs which was considered a good practice requirement.

The Parish Council unanimously approved the Accounting Statement for the year ended 31st March 2017.

There being no further business the meeting closed at 19.38