

**Minutes of Barkway Parish Council Annual Meeting
Held in the Reading Room on 9 May 2016 at 7.30pm.**

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

Clerk: Mrs C Toms

Members of the Public: None present

1. To elect Chairman for the year 2016/17 and sign Declaration of Acceptance of Office. It was proposed by Cllr. Davidson and seconded by Cllr. Swann 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 2016/17 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. A majority voted 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 2015/16 - It was agreed that Ordinary Parish Council meetings would be held on the second Monday of every month.
Annual Meeting of the Parish Council - 8th May 2017
Annual Parish Meeting - 17th May 2017

7. To appoint representatives to serve on Committees

- 1) Finance – The Clerk, Cllrs. Falaschi-Ray, Squire and Davidson
- 2) Reading Room Management – The Clerk, Cllrs. Falaschi-Ray, Swann and Mr K McCormick
- 3) Barkway Recreation Ground Management Committee (BRGMC) – Cllr. Davidson (Chair), Cllr. Swann (Vice Chair), Michelle Garner (Bookings Secretary), Tony Terry (Events Secretary), Catharine Toms (Treasurer), D Baulk and A Baulk (Royston Town FC representatives), B Carpenter, C Cooper and G Aldridge (co-opted members).
- 4) Sub-committee of BRGMC (for non-football events) - Cllr. Davidson (Chair), Cllr. Swann (Vice Chair), Michelle Garner (Bookings Secretary), Catharine Toms, Tony Terry.

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) - Cllr. Davidson. Cllr. Swann volunteered to help manage the Reading Room.
- 5) Neighbourhood Plan - vacant position
- 6) Media and Communications - Cllr. Squire
- 7) Special Projects - vacant position

The portfolios would have a further review when the two vacant Councillor posts had been filled.

8. To review and approve Annual Governance Statement 2015/16

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

9. To review and approve Statement of Accounts 2015-2016

The Clerk reported that the Annual Return had now been completed and the records had been 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 £42,747. This was £10 more than had been previously reported due to a small petty cash balance being held.

The increase in balance carried forward of £19,492 was mainly accounted for by £6,290 S106 monies received from NHDC to repay the Parish Council for monies loaned to the Pavilion Project in 2014/15, a balance of £4,139 of unallocated money received this year from Push Energy as the second of five annual community contributions in mitigation of the solar farm, £3,000 that had been set aside for the Neighbourhood Plan but as yet unspent, £1,725 that had been set aside for the renovation works to the War Memorial, this project on hold as awaiting results of a grant application submitted to the War Memorial Trust before any work can commence. £500 as yet unspent on the legal fees to acquire the open space behind Windmill Close. £1,400 under spend on Environment due to the mild winter. Other savings had been achieved across the board by careful spending and negotiation of prices on expenditure items. The amount carried forward also included a reserve of 4 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 2016.

10. To review and adopt revised Constitution - Cllr Davidson proposed an amendment to paragraph 7, to include the Barkway Pavilion and Community Room as an additional venue for Parish Council meetings. The meeting place to be notified in all agendas published in advance of any meeting. This amendment was seconded by Cllr. Falaschi-Ray and approved by all.

There being no further business the meeting closed at 7.45pm