

# **HATFIELD PEVEREL PARISH COUNCIL**

## **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**

**HELD ON 9 MAY 2011 IN THE**

### **MEETING ROOM AT THE VILLAGE HALL**

**Present:**

Mr D Adams	Mr G Bushby [in the chair]
Mr P Endersby	Mrs E Gwyn-Williams
Mr B Heard	Mr C Giffin
Mr A Ingram	Mrs D Wallace
Mr T Munt	Mr D Broddle

**Apologies:**

Mrs P Verney

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#### **1. ELECTION OF CHAIRMAN**

IT WAS RESOLVED THAT Councillor Graham Bushby be appointed as Chairman.

#### **2. ELECTION OF VICE CHAIRMAN**

IT WAS RESOLVED THAT Councillor David Adams be appointed Vice Chairman.

#### **3. DECLARATIONS OF ACCEPTANCE**

Declarations of Acceptance were signed by all Council members present.

#### **4. CHEQUE SIGNATORIES**

These were confirmed as Cllr. Bushby, Cllr. Endersby, Cllr. Hannah and Cllr Broddle, in accordance with the mandate agreed.

#### **5. APPOINTMENT OF REPRESENTATIVE TO HATFIELD PEVEREL COMMUNITY ASSOCIATION**

This position remained vacant as no volunteers came forward.

#### **6. WORKING PARTIES AND TERMS OF REFERENCE**

The working parties and terms of reference were agreed and are attached as an appendix to these Minutes.

**7. FINANCE**

The Balance Sheet and Income and Expenditure Account for the year ended 31 March 2011 had been circulated and were duly confirmed and signed as approved.

**8. APPOINTMENT OF INTERNAL AUDITOR**

**IT WAS RESOLVED THAT** the Council would seek quotations from other auditors before agreeing who would carry out the internal audit for the year 2012/13.

**9. REVIEW OF CLERK'S SALARY**

The Parish Clerk's annual salary scale increase, defined in her contract as being subject to satisfactory performance, was explained by the Chairman and it was agreed that a formal appraisal should be held to satisfy policy and audit procedures for the year 2011/12 increment.

**10. REGISTER OF MEMBERS' INTERESTS**

All members that were present at the meeting returned their completed Registered Interests' Form to the Clerk.