

**HELMDON PARISH COUNCIL**  
**MINUTES**  
**ANNUAL MEETING of the PARISH COUNCIL**  
**held in the Reading Room, Helmdon**  
**On Wednesday 27 May 2015 at 7.30pm**

Present: Cllrs Moody, Hart, Duncombe, Vicars, Garner, Adhemar, Coatsworth.

In attendance: S Loake (Clerk)

In the absence of Mr Peter Burns, who is unwell, Cllr Coatsworth took the chair

- 1 It was proposed by Cllr Duncombe, 2<sup>nd</sup> Cllr Adhemar, that Cllr Coatsworth be chairman of the Council for the year. This was unanimously agreed.
- 2 Cllr Coatsworth signed the declaration of acceptance of office.
- 3 Apologies for absence – there were none
- 4 It was proposed by Cllr Garner, 2<sup>nd</sup> Cllr Hart and unanimously agreed that Cllr Moody be elected vice-chair for the year.
- 5 Cllr Moody signed the declaration of acceptance of office
- 6 It was proposed by Cllr Moody, 2<sup>nd</sup> Cllr Garner, and unanimously agreed that Mr Steve Wheeler be co-opted as a Councillor to fill one of the vacancies. Mr Wheeler agreed to the co-option.
- 7 It was unanimously agreed that Lyn Lavender, an NCALC auditor, be appointed as the Internal Auditor for the Council
- 8 Register of interest forms were distributed to Councillors and completed. The Clerk offered to deliver these to SNC offices if required.
- 9 All Councillors completed information required to be published on the website, and signed a form to confirm their acceptance of the electronic circulation of council minutes, agendas, and other documentation.
- 10 It was agreed that Councillors would serve on Committees and Working Groups as follows
  - 10.1 Finance – Cllrs Coatsworth, Moody, Garner, Hart, Vicars
  - 10.2 Planning – Cllrs Coatsworth, Duncombe, Garner, Adhemar, Vicars, Hart
  - 10.3 Playground - Cllrs Adhemar, Wheeler
  - 10.4 Road safety – it was agreed that this group would be disbanded
  - 10.5 Allotments- Cllrs Coatsworth, Garner, Moody, Adhemar, Wheeler
  - 10.6 School Liaison – Cllrs Hart, Wheeler
  - 10.7 No other committees or working groups were deemed necessary
- 11 It was agreed that Parish Representatives would be as follows:
  - 11.1 Tree warden – Philip Ward
  - 11.2 Footpaths warden – Roger Miles
  - 11.3 Neighbourhood Watch Co-ordinator – Bill England to be asked to continue to serve
  - 11.4 Highways Representative – Cllr Moody
  - 11.5 Parish Plan Group - Cllrs Coatsworth, Moody, Adhemar, Wheeler
  - 11.6 PC Reps on Reading Room Committee – Cllr Moody
  - 11.7 PC Reps on Blackpits Monitoring Group – Cllrs Coatsworth, Vicars
  - 11.9 Health & Safety Officer – Cllr Moody
  - 11.10 Webmaster – Cllr Moody
  - 11.11 Website editor – Audrey Forgham
  - 11.12 Helmdon Voice editor – Simon Loake
- 12 Committee & Representative Reports – because of lack of time, it was agreed to defer reports from committees and working parties.

There being no further business, the Chairman closed the meeting at 8.26pm