

# Blofield Parish Council

Minutes of the Blofield Annual Parish Council Meeting held at Blofield Courthouse on Monday 21<sup>st</sup> May 2018 at 7:00pm – 7.25pm.

## **PRESENT**

Rob Christie, Pat Wilson, Yvonne Burton, Stella Shackle, Paul Culley-Barber, Paul Baverstock, Sarah Dhesi, Mary Moxon, David Ward and Sarah Osbaldeston (Clerk).

## **1. WELCOME AND INTRODUCTION TO THE MEETING BY THE CHAIR, ROB CHRISTIE**

*The Chair position was handed to the Vice Chair for agenda item 2*

## **2. ELECTION OF CHAIR**

- 2.1. David Ward proposed (seconded by Paul Culley-Barber) Rob Christie for Chair of the Council. No further nominations were put forward.
- 2.2. The Council unanimously approved the proposal and Rob Christie was duly elected to Chair of the Council for the forthcoming year. Rob Christie signed the Acceptance of Office form and took the role of chair for the meeting.

*The Chair position was handed to the newly elected chair*

## **3. ELECTION OF VICE CHAIR**

- 3.1. Rob Christie proposed Paul Culley-Barber (seconded by Stella Shackle) for the role of Vice-Chair of the Council. No further nominations were put forward.
- 3.2. The Council unanimously approved the proposal and Paul Culley-Barber was appointed Vice-Chair for the forthcoming year.

## **4. TO ACCEPT APOLOGIES FOR ABSENCE**

- 4.1. Joseph Scholes and Stuart Smith sent their apologies. Melanie Eversfield also sent her apologies.

## **5. TO ENSURE ALL COUNCILORS HAVE UPDATED THEIR DECLARATIONS OF INTEREST FORMS**

- 5.1. The Clerk reminded Councilors of their responsibility to ensure their Declaration of Interest Forms are up to date.

## **6. ELECTION OF TWO PLANNING LEADS**

- 6.1. David Ward proposed (seconded by Yvonne Burton) that the Council appoint Paul Culley-Barber and Mary Moxon to this role. This proposal was unanimously approved by everyone.

## **7. TO APPOINT VILLAGE HALL REPRESENTATIVES**

- 7.1. The Council unanimously resolved to appoint Joseph Scholes and Sarah Dhesi as the Margaret Harker Hall representatives.
- 7.2. The Council unanimously resolved to appoint Stella Shackle and Paul Baverstock as the two Court House representatives.
- 7.3. The Council unanimously resolved to appoint Yvonne Burton and Paul Baverstock as the Heathlands Community Centre representatives.

**8. TO APPOINT THE PARISH COUNCIL TRUSTEE FOR HEATHLANDS COMMUNITY CENTRE**

- 8.1. The council unanimously resolved to appoint Brenda Dawson as the Parish Council Trustee for Heathlands Community Centre. Clerk (SO) to speak to Brenda Dawson and ensure she is happy to continue in this role.

**9. TO APPOINT THE HALL PROJECT WORKING GROUP**

- 9.1. The Council unanimously resolved to appoint the village hall representatives to form the Hall Project Working Group. Joseph Scholes, Sarah Dhesi, Yvonne Burton, Paul Baverstock and Stella Shackle.

**10. APPOINTMENT OF COUNCIL REPRESENTATIVES:**

- 10.1. The Council unanimously resolved to appointment Pat Wilson as the Blofield Fuel Charity representative
- 10.2. The Council unanimously resolved to appointment Yvonne Burton and Brenda Dawson be appointed as the Parish Council Reve Foundation and Relief-In-Need charity representatives.
- 10.3. The Council unanimously resolved to appointment David Pilch and Richard Codling in their continued roles as parish tree wardens.
- 10.4. The Council unanimously resolved to appointment Peter Mackness and Yvonne Burton as footpath wardens.
- 10.5. The Council unanimously resolved to appointment Pat Wilson and Sarah Dhesi as the two allotment representatives.
- 10.6. The Council unanimously resolved to appoint Stella Shackle, Joseph Scholes and Rob Christie as the Local Authority Cluster representatives.
- 10.7. The Council unanimously resolved to appoint Joseph Scholes and Stella Shackle as the Blofield churchyard representatives.

**11. FINANCE APPOINTMENTS:**

- 11.1. Rob Christie proposed (seconded by Sarah Dhesi) Stuart Smith take on the role of Finance Chair. The council unanimously resolved to approve this proposal.
- 11.2. The council unanimously resolved to appoint Stuart Smith, Rob Christie, Paul Baverstock and David Ward and the responsible financial officer, Sarah Osbaldeston as members of the finance working party and data protection working party.
- 11.3. The council unanimously resolved to appoint Stuart Smith to continue in the role as internal 'finance control' for the council (to check finances quarterly).
- 11.4. The council unanimously resolved to appoint Mrs Pauline James as the Council's Internal Auditor. The council unanimously resolved to approve this proposal.
- 11.5. The Council unanimously resolved to approve Stella Shackle, David Ward, Rob Christie and Stuart Smith as the council cheque signatories.
- 11.6. The council unanimously resolved that facebook/website administration will pass to the assistance clerk role.
- 11.7. To appoint a youth advocate – the council agreed to appoint a youth advocate as it is required.

**12. CLOSE THE MEETING**

There being no further business the meeting closed at 7:25pm.

Signed.....

Dated.....