

# Pilning & Severn Beach Parish Council Annual Parish Council Meeting held on Monday 11<sup>th</sup> May 2015 at 6.30pm at Severn Beach School, Severn Beach

COUNCILLORS Mrs FCA Barr MBE, Mr M Pruett, Mr T Fennell, Mrs N Chappell,  
PRESENT (9) Mrs S Smith, Mr N Davies, Mrs C E Woodhouse, Mrs S Binns & Ald. P Tyzack

Also Present: - Mrs Victoria Bywater (Clerk); Mr I Roberts (out-going Chairman); Mr D Nethercott, SB;  
Mrs J Macleod, SB; Mr N Pearce, Pilning.

The out-going Chairman, Ian Roberts, welcomed everyone and congratulated those who had been successful at the election. He then passed the meeting to VB to conduct the election of Chairman.

Item Number	Details
<b>2015-1 Election of Chairman</b>	It was agreed to take point 2015-3 at this point. CW nominated FCAB; MP nominated PT After a vote 4 for FCAB and 4 for PT, the out-going Chairman made his casting vote and FCAB was elected Chairman.
<b>2015-2 Election of Vice-Chairman</b>	MP nominated PT. Unanimously agreed.
<b>2015-3 Declaration of Acceptance of Office</b>	The Declaration of Acceptance of Office was signed by all Councillors and the Register of Members' Interests forms were submitted to the Clerk by all except ND. This was witnessed by the meeting and signed by the Clerk.
<b>2015-4 Adoption of the Adopted S.Glos Council Code of Conduct for Members</b>	It was proposed by PT, seconded by TF, to adopt the Adopted S.Glos Council Code of Conduct for Members. All Agreed.
<b>2015-5 Administration of the Council</b>	a) Appointment of Responsible Financial Officer FCAB proposed VB to continue as RFO. All agreed. b) Appointment of Internal Auditor After discussion, it was agreed to change the internal auditor to Dunkley's Accountants, Bradley Stoke as the current internal auditor is located too far away if there are any queries to deal with. All agreed. c) Clerk FCAB advised that no formal contract was in place for the Clerk. It was agreed that MP and TF would look at the contract and liaise with VB. d) Appointment of Cemetery Clerk FCAB confirmed she was happy to continue with this role. All agreed.
<b>2015-6 Representatives</b>	Officers were agreed as per Appendix A below.
<b>2015-7 Parish Insurance</b>	AON Insurance
<b>2015-8</b>	The minutes of the Annual Parish Meeting held on the 6 <sup>th</sup> May 2014 were read and signed

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<b>Minutes of the Annual Parish Meeting</b>	by the Chairman as a true record.
<b>2015-9 Approval of Annual Accounts</b>	Copies of the Annual Accounts had been circulated with the summons for this meeting. Proposed by CW, seconded by PT. All agreed.
<b>2015-10 Closure of meeting</b>	The meeting closed at 7.15pm

**APPENDIX A- ELECTION OF OFFICERS**

Chairman	Mrs FCAB Barr MBE
Vice-Chairman	Mr P Tyzack
Treasurers of Dep & Ex Inc A/cs	1.Mrs FCAB Barr MBE 2.Mrs N Chappell 3.Mrs C Woodhouse 4.Mr P Tyzack
Treasurers of Ben Fear A/c	1.Mrs F Barr MBE 2.Mrs C Woodhouse
Treasurers of Burial A/c	1.Cemetery Clerk 2.Mrs N Chappell 3.Mr M Pruett
Terra/ Zeneca Committee	1.Mrs FCA Barr MBE 2.Mrs C Woodhouse 3.Mrs N Chappell 4.Mr M Pruett
Footpaths	1.Mrs FCA Barr MBE 2.Mr N Davies 3.Mr M Pruett 4.Mrs H Rickards P.RofW. Officer : Mr P Tyzack
Northwick Churchyard & Pilning Cemetery	1.Mrs N Chappell 2.Mrs C Woodhouse 3.Mrs S Binns 4.Miss S Smith 5.Cemetery Clerk
Finance (Accounts and Precept)	1.Mrs N Chappell 2.Mr P Tyzack 3.Mr N Davies 4. Miss S Smith (resigned 02.11.15 – replaced by Mr I Roberts) 5.Mr M Pruett 6.Cemetery Clerk
Care for the Elderly	Mrs C Woodhouse & Mr T Fennell
Village Halls	Pilning – Mrs N Chappell Severn Beach – Miss S Smith & Mr P Tyzack (to alternate)
Almondsbury Charities	Mr Ivor Humphries
Edmonds & Cole	Mr M Pruett
Allotments	Pilning – Mrs S Binns & Mrs H Rickards Severn Beach – Mrs FCA Barr MBE & Mr M Pruett