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| **The Minutes of the Annual Meeting of Great Witley and Hillhampton Parish Council** |
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| **Held at the Great Witley Village Hall on Wednesday 8th May 2019.** |
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| **Present:**  Cllr F Chapman (FC), Cllrs C Shaw (CS), C Dermietzel (CD), A Goodman (AG), N Drew (ND), C Jones (CJ), B Dallow (BD), A Symonds (AS). |
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| **In Attendance:** Clerk, J Evans |

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| **1.** | **Election of chairman and signing of declaration of acceptance of office:** FC was proposed by CS for Chairman and seconded by CJ. A unanimous show of hands voted FC in as Chairman who duly signed his declaration of acceptance of office. |
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| **2.****3.****4.** | **Apologies:** No apologies were received.**Election of Vice Chairman:** BD proposed CS as Vice Chairman and was seconded by CJ. A unanimous show of hands voted CS in as Vice Chairman who duly signed his declaration of acceptance of office.**Declarations of Interest:** |
|  |  | a. | Register of Interests: Councillors were reminded of the need to update their register of interests. |
|  |  | b. | Disclosable Pecuniary Interests: none. |
|  |  | c.d. | Other Disclosable Interests: none.Application for a dispensation: none. |
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| The meeting was adjourned for **Public Question Time**, notes of which are appended to these minutes. **NO MEMBERS OF THE PUBLIC WERE PRESENT AT THE MEETING**. |
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| **5.****6.** | To consider any requests for the council to grant a dispensation: None.The Standing Orders were reviewed by FC and no changes have been made. |
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| **7.****8.****9.****10.****11.** | The Code of Conduct was circulated and noted.The Scheme of Delegation was noted, and members were appointed to the following committees:1. Staffing Committee: CD and AS.
2. Planning Committee: Whole Parish Council.
3. Clerk’s Finance Committee: FC and CS.

Financial Regulations were reviewed. The Risk Assessment was updated, and Insurance requirements are being approved. The Annual Governance and Accountability Return 2018/19 Part 2 was approved and signed.**Councillors were appointed to the following roles:**1. Lengthsman Scheme – Chris Jones and Footpaths Officer Liaison – Frank Chapman.
2. Village Hall Management Committee: Charles Shaw.
3. Maintenance of Bowen’s Field: Andrew Goodman.
4. Online Communications Administrator: Jo Evans (Clerk).
5. Quarter Green Committee: Charles Shaw.
6. Neighbourhood Plan Working Party: Adrian Symonds and Frank Chapman.

The Whole Parish Council are available for Worcestershire CALC Area Meetings.  |
| **12.****13.** | **Minutes:** The Minutes of the meetings held on 09/05/18 and 17/05/18 were approved and signed. **Progress reports:** |
|  |  | a. | AS queried whether the Quartergreen could raise the funds necessary for any pressing maintenance of the outdoor leisure equipment. CS said they could at present, but FC said that the Parish Council could act as ‘Banker’. |
|  |  | b. | **Village Hall and Quartergreen:** CS reminded the parish council that the Quartergreen is holding a race night soon and that numbers of people wishing to attend need to be confirmed asap by 11/05/19 for catering purposes. |
|  |  | c. | **Lengthsman and Footpaths:** The Clerk volunteered her son Fraser, to help clear paths and pick up litter as part of his Gold Section of the Duke of Edinburgh Award. FC said he was happy to point out which paths would benefit from some maintenance. |
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| **14.** | **Date of next meeting:** It was agreed by a show of hands that the next meeting will be at Great Witley Village Hall at 7.30pm on Wednesday 10th July 2019. |
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| The meeting closed at 21.45 |
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| Signed …………………………………….. Date …………………………………….. |
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|  | Chairman |

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