

ANNUAL GENERAL MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Monday 15th May 2017
at Cawston Community Hall,
Scholars Drive, Cawston, CV22 7GU

Present:	Chairman Cllr. P Venner (PV), Vice Chair Cllr D Wilson (DW), Cllr S Bestwick (SB), Cllr A Billingham (AB), Cllr A Horton (AH), Cllr M Gill (MG), Cllr E De Kreij (EDK), Cllr M Bryant (MB)
Guests in Attendance:	3
Public in Attendance:	0
Minute Taker in Attendance:	Cllr P Venner
Clerk:	Shona McKee, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Tel: 07449 961505 or Email: clerk@cawstonpc.org

		Action						
01	Election of Chair of Cawston Parish Council for the year 2017-2018: It was proposed by Cllr Venner and seconded by Cllr Gill that Cllr Bestwick be elected as Chair of Cawston Parish Council. There being no other nominations Cllr Bestwick was elected unopposed.							
02	Declaration of Chairman's Acceptance of Office Due to unavailability of the Clerk this action is held over until the correct paperwork can be presented for signing. To be conducted asap	Clerk SB						
03	Apologies for Absence Clerk – Shona McKee, Cllr Cool, Cllr Murphy, Borough Councillor Butlin.							
04	Election of Vice Chair of Cawston Parish Council for the year 2017-2018: It was proposed by Cllr Venner and seconded by Cllr De Kreij that Cllr Horton be elected as Vice Chair of Cawston Parish Council. There being no other nominations Cllr Horton was elected unopposed.							
05	Minutes of the Previous Meeting held on 16th May 2016 It was proposed by Cllr. Venner that minutes of the previous meeting be approved, seconded by Cllr. Wilson. Those in attendance voted in favour.							
06	Chair's Allowance It was noted that the Chair's allowance was agreed at £160. All Councillors in attendance voted in favour.							
07	To confirm the make up of the Working Parties for the coming year; <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Finance & Staffing SB Lead AH DW MG</td> <td style="width: 33%;">Community Hall DW Lead SB</td> <td style="width: 33%;">Website AB Lead MB</td> </tr> <tr> <td>Parks, Open Spaces & Arboretum AH Lead EDK</td> <td>Adoption & Consortium Liaison MB Lead</td> <td>Communications MG Lead SB</td> </tr> </table>	Finance & Staffing SB Lead AH DW MG	Community Hall DW Lead SB	Website AB Lead MB	Parks, Open Spaces & Arboretum AH Lead EDK	Adoption & Consortium Liaison MB Lead	Communications MG Lead SB	
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08	To confirm dates and times of Parish Council meetings It was agreed that the parish council will meet on the 3rd Tuesday of each month commencing at 7.30pm, starting with the June 2017 meeting	Clerk						
Meeting was closed at 19:57 Date and Time of the Next Meeting: Tuesday 20 th June 2017 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston								

Signed:
Chairman

Date: