

**MERE PARISH COUNCIL**  
**MINUTES OF THE ANNUAL GENERAL MEETING**  
**HELD ON MONDAY 9<sup>TH</sup> MAY, 2016 AT 7:30PM, THE MERE**

**PRESENT**

*Cllr J Duncalf (In The Chair)*  
*Cllr RBM Fawcett*  
*Cllr D Norcott*  
*Cllr J Patterson*

**APOLOGIES**

*Cllr B Reynolds*  
*Cllr L Reynolds*  
*Cllr J Wright*

*Cllr O Hunter (CEC)*  
*Mr C Burrows (Costain)*  
*One member of the public*

**1 MINUTES OF THE 2015 AGM**

*The minutes were proposed by Cllr Patterson and seconded by Cllr Norcott as a correct record.*

**AGREED**

**2 ANNUAL GOVERNANCE STATEMENT**

*In preparation for the External Audit the Annual Governance Statement needs to be agreed and signed off this evening. Cllr Norcott proposed that the council responds yes to each item. Seconded by Cllr Fawcett.*

**AGREED**

**3 RESPONSIBLE FINANCIAL OFFICERS REPORT**

*The Clerk stated the invoice for parish maintenance during the last year had not been submitted for payment in time to be included in the accounts year ending 31<sup>st</sup> March 16. This means that two invoices will appear in the next year's accounts under parish maintenance. Cllr Norcott proposed that the Financial Report for the year ending 31<sup>st</sup> March 2016 be accepted as a true record. Seconded by Cllr Patterson.*

**AGREED**

**The Financial Standing Orders** – proposed by Cllr Patterson and seconded by Cllr Norcott to be accepted by the council unchanged from the previous year

**AGREED**

**The Admission Of The Public and Press To Meetings Standing Order**

*Proposed by Cllr Patterson and seconded by Cllr Norcott to be accepted by the council unchanged from the previous year.*

**AGREED**

**4 ELECTION OF OFFICERS**

**i Appointment of Chairman**

*Cllr Duncalf proposed Cllr Patterson seconded by Cllr Norcott*

**AGREED**

**ii Appointment of Deputy Chairman**

*Cllr Patterson proposed Cllr Duncalf seconded by Cllr Norcott*

**AGREED**

**iii Appointment of Chairman Of Planning**

*Cllr Norcott proposed Cllr L Reynolds seconded by Cllr Patterson. Although Cllr L Reynolds was not present she had written to say she is willing to stand as Chairman of Planning.*

**AGREED**

**iv Appointment of Planning Assistants**

*Cllr Norcott proposed Cllr Duncalf and Cllr McGuire. Seconded by Cllr Patterson. Cllr McGuire was not present at the meeting and had not sent his apologies. If he states that he does not wish to be a Planning Assistant this can be addressed at the next council meeting in July.*

**AGREED**

- v **Appointment of Responsible Financial Officer**  
*Cllr Duncalf proposed Miss KJ Whitlow seconded by Cllr Fawcett*

**AGREED**

5 **ITEMS INTRODUCED BY COUNCILLORS**

- i *Cllr Patterson proposed a vote of thanks to Cllr Duncalf for all the hard work she has done during her year as Chairman. Seconded by all councillors present. Cllr Duncalf replied she had enjoyed her year and looks forward to supporting Cllr Patterson in his year as Chairman.*
- ii *Cllr Norcott proposed a vote of thanks to Cllr Fawcett whose resignation letter takes effect as from the end of this AGM. The council specifically expressed thanks to Cllr Fawcett for all the work he has done in keeping the council up to date with latest developments at Manchester Airport and acting as Mere Parish Council's representative.*

*The meeting closed at approximately 7:45pm.*

*Signed: .....*

*Date: .....*