

**Little Staughton Parish Council**  
**Minutes of Annual General Parish Council Meeting**

**Tuesday 17<sup>th</sup> May 2011, 7:30pm,**  
**at Little Staughton Village Hall**

Item	Detail	Who
1	Election of Chairman Councillor Anthony Moss was elected chairman unanimously. Proposed by Councillor Jordan and seconded by Councillor Atkinson.	Chair
2	Election of Vice-Chairman Councillor M Jordan was elected vice-chairman unanimously.	Chair
3	Declarations of acceptance of office were signed and witnessed by clerk.	Clerk
4	A second copy of the minutes from the last Annual General Parish Council Meeting of the 18 <sup>th</sup> May 2010 was signed as accurate.	Chair
5	Council to receive and note minutes – noted.	
6	Sub-committees were delegated as follows: <ul style="list-style-type: none"> <li>• Cllr Atkinson – Finance</li> <li>• Cllr Jordan – Playingfield</li> <li>• Cllr Sargeant – Highways</li> </ul>	
7	Review of the terms of references for committees -	
8	Receipt of nominations to existing committees -	
9	Appointment of New Committees - A new committee needs to be appointed to organise 2012 Diamond Jubilee Celebrations. Chair to consider.	Chair
10	Review and adoption of appropriate Standing Orders and Financial Regulations - Documentation was made available for review prior to the meeting.	
12	Review of Arrangements with other local authorities - No arrangements needed review.	
13	Review of representation with external bodies - Liaise with Marion Clarke to find out if she is able to continue to represent and report back for Village Hall.	Clerk
14	Review and make arrangements to reaffirm eligibility.	
15	Review of inventory of land and assets - No changes to land and assets inventory.	
16	Reviewed arrangements for insurance cover – new mower to be added to insurance	Clerk
17	Annual Subscriptions agreed: <ul style="list-style-type: none"> <li>• BATPC</li> <li>• Royal British Legion – agreed at £70.00</li> <li>• Little Staughton PCC – maintenance – agreed at £100.00</li> <li>• Little Staughton PCC – lighting – agreed at £60.00</li> <li>• Little Staughton Baptist Chapel – agreed at £100.00</li> </ul>	Clerk
18	Complaints procedure was reviewed and it was agreed that all correspondence should be acknowledged / and or dealt with in first instance by Clerk with Chair copied in.	Clerk
19	Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 were reviewed.	
20	Council's policy for dealing with press/media – not applicable.	

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21	The dates, times and place of ordinary meetings of the full Council for the year ahead are as specified in the attached sheet.	Clerk
22	Apologies for absence – Councillor M Sargeant.	Clerk
23	Matters arising from matters – there were no matters arising.	
24	Statement of Accounts 2010-2011 – Council considered the draft statement. Actual statement to be circulated once finalised.	Chair/Clerk
25	Annual Finance Return for Year End -	
26	Community Governor, Kymbrook School – Chair to consider a representative of school.	Chair
27	Date of Next Annual General Meeting – 15 <sup>th</sup> May 2012	