Minutes of Grafton Parish Annual General Meeting held at the Coronation Hall

on Monday 15 May 2016 at 2015 hours

Item	Topic and Actions
1	**Attendees:** Mr Lemon (Chair), Ms Bullock, Mrs Dudney, Mr Hosier, Mrs Whitcher, Mrs Parkin (Clerk**)** **Members of the Public:** None
2	**Apologies:** Mr Herrod-Taylor, Mr Hyslop
3	**Election of Chair -** Mr Lemon was unanimously re-appointed Chair, proposed by Mrs Dudney, seconded by Ms Bullock.
4	**Nomination & Election of Vice Chair –** Mrs Whitcher was unanimously re-appointed Vice-Chair, proposed by Mrs Dudney, seconded by Mr Lemon.
5	**Results of Local parish elections 05/05/2017 –** All nominees were uncontested and duly elected to the parish council. Mr Wheeler (Conservative) was duly elected as Unitary Councillor for Burbage and The Bedwyns.
5	**Adoption of Standing Orders –** The current standing orders were re-adopted. Proposed by Mr Hosier, seconded by Mrs Whitcher.
6	**Allocation of Councillor Duties –** The parish councillors present confirmed they are happy to continue with their specific responsibilities. Mrs Dudney advised that the ongoing parish website issues mean that the website must be re-written by 1 September and it was agreed that Mrs Dudney should progress this. It was noted that there would be a cost incurred. As part of the work, Mrs Dudney would review the Smaller Authorities Transparency Code to ensure compliance, which responsibility Mr Morris, who had resigned from the parish council, had previously held. It was agreed that new parish councillors needed to be sought given the two current vacancies and it was noted that they needed to be resident in the parish for 12 months and on the electoral roll. <u>Action:</u> **Mrs Dudney to progress re-write of parish website and consider requirements of Smaller Authorities Transparency Code** **All to consider individuals who may be interested to become parish councillors**

Meeting closed at 2020 hrs
Date of next Planning meeting Monday 12 June 2017 at 1300 hours
Date of next Parish Council meeting Monday 10 July at 1915 hours