

| MINUTE NUMBER | <p align="center"><b>MINUTES OF THE ANNUAL GENERAL MEETING OF<br/>NOCTON PARISH COUNCIL</b></p> <p align="center"><b>Held on Thursday 25 May 2017 at 8pm at Nocton Village Hall</b></p>  | ACTION                              |
|---------------|--|-------------------------------------|
|               | <p>PRESENT: Cllr Ian Goldsworthy (Chair), Cllr Elisabeth Murray Vice-Chair), Cllr Jane Kania, Cllr MaryAnn Williams, Cllr Graham Jones, Cllr Michael Kaye, Cllr Neil Faulkner.</p> <p>Also present: Ruth Keillar (Clerk)</p> <p>There were three members of the public present.</p>  |                                     |
| 1             | <p><u>ELECTION OF CHAIR AND VICE-CHAIR FOR THE COUNCIL YEAR 2017-2018.</u></p> <p>i. It was proposed by Cllr Murray, seconded by Cllr Kania and it was RESOLVED that Cllr I Goldsworthy be elected as Chairman of the Council.</p> <p>ii. It was proposed by Cllr Kaye, seconded by Cllr Williams and it was RESOLVED that Cllr E Murray be elected as Vice-Chair of the Council.</p>  |                                     |
| 2             | <p><u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u></p> <p>None received</p>   |                                     |
| 3             | <p><u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u></p> <p>None received</p>   |                                     |
| 4             | <p><u>MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD 10 MAY 2016</u></p> <p>It was noted that the minutes had been accepted and signed at the meeting of 14 June 2016 – minute reference 5.</p>  |                                     |
| 5             | <p><u>APPOINTMENT OF REPRESENTATIVES TO LOCAL AND OTHER ORGANISATIONS</u></p> <p>The Parish Council made the following appointments to local and other organisations:</p> <p>a) Cllr Williams - Nocton Village Hall Management Committee.</p> <p>b) Cllrs Goldsworthy and Murray - Nocton and Potterhanworth Joint Neighbourhood Plan Working Group</p>  |                                     |
| 6             | <p><u>ADOPTION OF POLICY AND PROCEDURES</u></p> <p>It was agreed to re-adopt the following Council Policies and Procedures for the Council Year 2017/18 subject to review by the Policy and Procedures Sub-group:</p> <p>a) Equality &amp; Diversity Policy</p> <p>b) Standing Orders</p> <p>c) Financial Regulations</p> <p>d) Disciplinary, Dismissal and Grievance Procedure</p> <p>e) Code of Conduct</p> <p>f) Complaints Procedure</p> <p>g) Bullying and Harassment/Dignity at Work Policy</p> <p>h) Communications Policy</p> <p>i) Data Protection &amp; Information Security Policy</p> <p>j) Freedom of Information</p> | <p>IG/<br/>EM/<br/>NF<br/>Clerk</p> |
| 7             | <p><u>ALLOCATION OF PORTFOLIOS TO PARISH COUNCILLORS</u></p> <p>The Parish Council agreed to allocate portfolios/areas of interest to individual Councillors as follows:</p> <p>Financial Matters, Budget and Policy <span style="float: right;">Cllr Goldsworthy</span></p> <p>Nocton School, Young People and Publicity and Promotions <span style="float: right;">Cllr Kania</span></p>   |                                     |

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|    | <p>Nocton Hall, Crime and Prevention Cllr Jones</p> <p>Traffic and Highways and Arts Cllr Williams</p> <p>Nocton Park Cllr Faulkner</p> <p>Village Hall and Social Club Cllr Williams</p> <p>Planning Cllr Kaye</p> <p>Councillor without Portfolio Cllr Murray</p>  |  |
| 8  | <p><u>APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS</u></p> <p>The Parish Council made the following appointments to Sub-Committees and Working Groups:</p> <p><b>a) Nocton Village Hall Rebuilding Sub-Committee</b><br/>Cllr Williams, Cllr Kaye, Cllr Jones, Cllr Goldsworthy (ex-officio)</p> <p><b>b) Policy and Procedures Working Group</b><br/>Cllr Murray, Cllr Goldsworthy, Cllr Faulkner</p> |  |
| 9  | <p><u>DATES OF MEETINGS</u></p> <p>It was agreed that meetings of the Parish Council will be held on the following dates during the remainder of 2017 and in 2018:</p> <p>13 June, 11 July, 9 August (provisional), 12 September, 10 October, 14 November and 12 December, 2016.<br/>9 January, 13 February, 13 March and 10 April, 2017</p>   |  |
| 10 | <p><u>CHAIR'S ANNUAL REPORT 2016/17</u></p> <p>The Parish Council received the Chair's Annual Report 2015/16 (copy attached to the signed copy of these minutes).</p> <p>The Chair placed on record his appreciation of the commitment shown by all Parish Councillors to the work of the Parish Council and to the wider community.</p>   |  |
|    | <p>There being no further business the Chairman closed the meeting at 8.23 pm</p>  |  |

Chair E.Murray (Vice-Chair / Acting Chair)

Date 13 June 2017