

LUXULYAN PARISH COUNCIL
DRAFT Minutes of the
 Annual Meeting of the Parish Council
 held in the Luxulyan Memorial Institute
 after the Annual Parish Meeting which began at 6.30 pm on
THURSDAY 8 MAY 2014

PRESENT: Cllr C Austin (Chair), Cllr G Haywood, Cllr D Olford, Cllr B Fahey, Cllr R Keam, Cllr J Fisher, Cllr M Linfoot. Clerk to the Parish: Mrs C Wilson.
 ALSO PRESENT: Mr R James and Mr J Satterthwaite.
 ABSENT: Cllr C Eich, Ward Member Cllr S Rix.

*After the Parish Meeting and a short break for tea and coffee, which fulfilled the statutory 2 minutes between the Annual Parish Meeting and this meeting, which began at 7.35 pm.
 The Chairman welcomed all.*

- 14/001 **Election of the Chairman and Declaration of Acceptance of Office.** Cllr Chris Austin was re-elected to the office of Chairman of the Council by unanimous vote. Proposed RK, 2nd BF. Cllr Austin signed the Declaration of Acceptance of Office and it was countersigned by the Clerk.
- 14/002 **Election of the Vice-chairman and Declaration of Acceptance of Office.** George Haywood was re-elected to the office of Vice-chairman of the Council by unanimous vote. Proposed ML, 2nd BF. Cllr Haywood signed the Declaration of Acceptance of Office and it was countersigned by the Clerk.
- 14/003 Apologies for absence. Cllr Clare Eich because of exams and Ward Member Cllr Simon Rix, no reason given.
- 14/004 Appointment of Responsible Financial Officer + all other offices and committees.
 The Chairman proposed that: **All officers, committee members, and Parish Council representatives on committees of outside organisations continue in the positions they now hold.** Seconded by DO. Carried unanimously. The Chairman emphasised that if someone wishes to step down from these positions at any time during the year, that would be possible. The office holders are listed below.
Responsible Financial Officer, Clerk to the Council, Mrs Christine Wilson.
- 14/005 Appointment of Councillor to carry out quarterly **Internal Control Checks**. Cllr Jodie Fisher.
- 14/006 **Finance Working Party.** Cllrs David Olford (chair), George Haywood, Clare Eich and Jodie Fisher.
- 14/007 **Planning Committee.** Cllrs George Haywood (chair) and all other councillors.
- 14/008 **Staffing Committee.** Cllrs David Olford (chair), George Haywood and Clare Eich.
- 14/009 **Cemetery, Open Spaces and Playing Field Committee.** Cllrs George Haywood (chair), Barbara Fahey and Michaela Linfoot.
- 14/010 **Luxulyan Memorial Institute.**
- a) A declaration of ownership and custodianship was not addressed at this meeting and is awaiting information requests.
 - b) Appointment of four **Charity Trustees** for The Captain Thomas Agar Robartes Memorial Institute, also known as The Luxulyan Memorial Institute in accordance

with Section 5.2.1 of their constitution. Cllrs Chris Austin, Clare Eich, Ralph Keam and Michaela Linfoot.

14/011 Appointment of Luxulyan Parish Council (LPC) representatives for:

- a) **Luxulyan Footpath Committee.** Cllr David Olford
- b) **Community Network Area.** Cllr Jodie Fisher
- c) **School Management Committee.** Cllr Clare Eich
- d) **Luxulyan Valley Partnership.** Cllr Clare Eich
- e) **Village Hall Committee.** Cllr Michaela Linfoot
- f) **Minorca Lane Project.** Cllr Michaela Linfoot
- g) **Cornwall Association of Local Councils (CALC)** and other information generating organisations. Cllr George Haywood
- h) **Cornwall Countryside Access Forum.** Mr Roger James, chairman of the Luxulyan Footpath Committee has applied for re-appointment with the Forum and if accepted he will represent LPC at the Forum.
- i) **Luxulyan Community Land Trust.** The CLT holds 3 positions on its committee for the LPC. Currently the LPC holds 2 positions: Cllrs Chris Austin and David Olford.

14/012 Dates and times of the meetings for the next year.

- a) Ordinary Meetings– the 2nd Thursday of each month, starting at 7.00 pm.
- b) Finance Working Party with Internal Control Checks, will meet quarterly in July, October, January, April.
- c) Planning and Staffing Committees will meet only as and when necessary, on the 4th Thursday of the month.

14/013 The next Annual Meeting of the Parish Council (AGM) will be **Thursday, 14 May 2015.**

*The Chairman closed the meeting at 7.45 pm and it was followed by the Ordinary Meeting.
Mrs C Wilson ~ Parish Clerk ~ 18 May April 2014*