



**PORTBURY PARISH COUNCIL  
ANNUAL GENERAL MEETING**

**MINUTES OF THE AGM HELD 3<sup>rd</sup> APRIL 2012  
VILLAGE HALL, HIGH STREET, PORTBURY  
MEETING COMMENCED AT 7.00 PM ACCORDING TO  
NOTICE**

Present:

Councillors: Cllr Marshall  
Cllr Young  
Cllr Tarr

Chairman: Cllr Cooke

Clerk: Cllr Meek (Minutes taken by Sara Thompson)

Others: Mr R Ball

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Meeting commenced at 7.00pm

**1. Election of Chairman**

Nomination: Cllr Cooke

No other nominations made

Proposed: Cllr Tarr

Seconded: Cllr Young

All in favour

**2. Election of Vice Chairman**

Nomination: Cllr Tarr

No other nominations made

Proposed: Cllr Cooke

Seconded: Cllr Meek

All in favour

**3. Declaration of Acceptance of Office**

Cllrs Cooke and Tarr accepted office and will sign a 'Declaration of Acceptance of Office'.

**4. Declaration of Interest**

Each Councillor will be requested to register their interests.

**5. Administration of the Council**

**Appointment of Responsible Financial Officer**

Nomination: Cllr Meek

Proposed: Cllr Young                      Seconded: Cllr Cooke                      All in favour

**Appointment of a Clerk**

Nomination: Cllr Meek

Proposed: Cllr Tarr                      Seconded: Cllr Young                      All in favour

**6. Appointment of Representatives**

- |                                    |                                    |
|------------------------------------|------------------------------------|
| a. Allotments                      | Cllrs Young and Meek               |
| b. Bristol Port Liaison            | Mr Summerfield                     |
| c. Gordano Transport Group         | Cllr Tarr                          |
| d. Parish Wildlife Warden          | Cllrs Young and Weeks              |
| e. Footpath Officer                | Mr & Mrs Summerfield and Cllr Meek |
| f. Portbury/EIG Council liaison    | Cllr Cooke                         |
| g. Crime & Disorder Liaison        | Mr Ball                            |
| h. Highways Liaison                | Cllr Cooke                         |
| i. Social Club                     | Cllrs Tarr and Young               |
| j. St Mary's Church                | Cllr Marshall                      |
| k. St Mary's School                | Cllr Marshall                      |
| l. Planning Officer                | Cllr Weeks                         |
| m. Planning Adviser                | Mr Summerfield                     |
| n. Village Hall Management Liaison | Cllr Cooke                         |

**7. Parish Insurance**

Due to rising premiums, alternative insurance providers will be reviewed by PBS.

**8. Future dates of Parish Council Meetings**

1<sup>st</sup> May 2012

12<sup>th</sup> June 2012 (2<sup>nd</sup> Tuesday)

3<sup>rd</sup> July 2012

7<sup>th</sup> August 2012

4<sup>th</sup> September 2012

2<sup>nd</sup> October 2012

6<sup>th</sup> November 2012

4<sup>th</sup> December 2012

**9 . Meeting Closed at 7.20pm**