



**PORTBURY PARISH COUNCIL  
ANNUAL MEETING OF THE COUNCIL**

**MINUTES OF THE MEETING HELD 3rd MAY 2016  
PORTBURY VILLAGE HALL  
MEETING COMMENCED AT 7.00 PM ACCORDING TO  
NOTICE**

Present:

Councillors: Cllr Phipps, Cllr Hale, Cllr Weekes, Cllr Langdon, Cllr Longstaff,  
Cllr Romanski, Cllr Randall

Clerk: Minutes taken by Sara Thompson (PBS)

---

Meeting commenced at 7.00pm

**1. Election of Chairman**

Nomination – Cllr Phipps  
Proposed: Cllr Langdon                      Seconded: Cllr Longstaff                      All in favour

**2. Election of Vice Chairman**

Nomination – Cllr Hale  
Proposed: Cllr Langdon                      Seconded: Cllr Romanski                      All in favour

**3. Declaration of Acceptance of Office**

Cllrs Phipps and Hale duly signed Acceptance of Office Declarations, both witnessed by Cllr Langdon

**4. Administration of the Council**

**Appointment of Responsible Financial Officer**

Nomination: Cllr Langdon

Proposed: Cllr Hale                      Seconded: Cllr Phipps                      All in favour

**Appointment of Acting Clerk**

Nomination: Cllr Hale

Proposed: Cllr Langdon                      Seconded: Cllr Phipps                      All in favour

**5. Appointment of Representatives**

Please see attached

**6. Parish Insurance**

It was resolved to renew the Aon Insurance Policy for the forthcoming year.

**7. Future dates of Parish Council Meetings (2016/17)**

Future Parish Council meetings would be held on the 1<sup>st</sup> Tuesday of every month with the exception of September's which would be held 13.09.16.

**8. Meeting closed at 7.25pm**

**Signed as a true record of proceedings;**

Name: .....

Position: .....                      Date: .....



## PORTBURY PARISH COUNCIL

### Councillors & Responsibilities

2016/17

Chairman: Cllr Phipps

Vice Chairman: Cllr Hale

RFO: Cllr Langdon

Councillors: Cllr Weekes  
Cllr Longstaff  
Cllr Romanski  
Cllr Randall

---

### List of Responsibilities

Footpaths & Rights of Way	Mr L Summerfield
Finance and Donations	Cllr Langdon
Highways, Lighting, Parking, Road Diversions, Traffic Signs, Verge Maintenance, Bus Shelters	Cllr Longstaff
Recreation Facilities, Village Green, Seating, Playing Field, Allotments	Cllr Randall
Communications & Web Coordination	Cllr Phipps
Planning & Development Consultation	Cllr Phipps
Crime & Disorder	Cllr Romanski
Wildlife	Cllr Hale
Bye Laws	Full Council
Land Acquisition & Disposal	Full Council
War Memorial	Full Council
Village Lengthsman	Cllr Weekes

### Liaison with External Organisations

Portbury Docks	Cllr Hale
Avon Wildlife Trust	Cllr Hale

