

**MINUTES OF THE ANNUAL MEETING OF AWBRIDGE PARISH COUNCIL HELD IN THE  
AWBRIDGE VILLAGE HALL ON THURSDAY, 26 MAY 2016 AT 7.30PM**

**Present:** Cllrs Allen (**PA**), Daley (**CD**) Jones (**TJ**) Legon (**PL**) Wheeler (**SW**)  
**In attendance:** Nick Adams-King (**NAK**) TVBC, 5 members of the public.  
**Apologies:** Cllr Roy Perry HCC, Cllr Gordon Bailey TVBC  
**Clerk:** Ian Milsom

**Action**

1.    **558 Election of Chairman and to receive the chairman's declaration of acceptance of office.**  
Cllr Peter Allen was nominated for the position of Chairman by **CD**, seconded by **TB**. Unanimous.
  
2.    **559 Election of vice-chairman**  
Councillor Clive Daly was nominated by **PA**, seconded by **PL**. Unanimous.
  
3.    **560 To receive apologies and approve reasons for absence**  
Apologies received from Cllr Roy Perry Hampshire County Council, Cllr Gordon Bailey Test Valley Borough Council.
  
4.    **561 Declarations of interest**  
Members should declare any interest in items on this agenda.  
  
No declarations of interest were made.
  
5.    **562 Internal Audit 2015/2016**  
To receive report from 'Do The Numbers' and to note any recommendations.  
  
The Internal Auditors report is attached as appendix 1. The Clerk confirmed that the Internal Auditors recommendations have been actioned.
  
6.    **563 Annual Governance Statement 2015/16**  
a) Members to consider the Governance Statement.  
A copy of the annual governance statement was circulated to Members in advance of the meeting to enable them to consider its contents.  
  
b) Members to resolve the approval of the Governance Statement.  
It was proposed that the Annual Governance Statement 2015/16 be approved. **Resolved.**  
  
c) Governance statement to be signed and dated by the Chairman and Clerk  
The approved 2015/16 Annual Governance statement was signed and dated by the Chairman, and by the clerk.
  
7.    **564 Annual Accounting Statements 2015/16**  
a) Members to consider the Accounting Statements  
A copy of the Annual Accounting Statement 2015/16 was circulated to Members in advance of the meeting to enable them to consider its contents.

Signed:  
Designation:  
Date:

b) Members to resolve the approval of the Accounting Statements  
It was proposed that the Annual Accounting Statements 2015/16 be approved. **Resolved.**

c) Accounting statements to be signed and dated by the Chairman  
The approved 2015/16 Annual Accounting Statements was signed and dated by the Chairman, and by the clerk.

**8. 565 Election of Meeting Representatives**

To elect Councillors to represent the Parish Council at outside meetings and events

- a) Test Valley Association of Town & Parish Councils

It was proposed that Cllr Sue Wheeler be the Council's delegate to meetings of Test Valley Association of Town & Parish Councils.  
**Resolved.**

**9. 566 Election of Committee Representatives**

To agree to the formation/continuation of any committees, to further agree their Functions and Terms of Reference and to agree membership of said committees

- a) Planning Committee

It was proposed:

- i) that the Planning Committee continues
- ii) that all Members of the Council will be members of the Planning Committee
- iii) The Function and Terms of Reference of the Planning Committee will be reviewed at its next meeting

**Resolved.**

**10. 567 Policies and Procedures**

- a) To review and approve the Asset Register.

It was proposed that the Asset Register be approved. **Resolved.**

- b) To review and adopt the Data Protection Policy

It was proposed that the Data Protection Policy be adopted.

**Resolved.**

- c) To review and approve the Complaints Procedure

It was proposed that the Complaints procedure be approved.

**Resolved.**

- d) To review compliance with the Transparency Code 2014.

In view of the Internal Auditors 2015/16 report and information provided by the clerk, it was proposed that the Council's compliance with the Transparency Code 2014 be recorded. **Resolved.**

**11. 568 Public observations/comments**

None.

**The meeting closed at 8.00pm**

Signed:

Designation:

Date: