

**MINUTES OF THE ANNUAL MEETING OF THE RADNAGE PARISH COUNCIL  
HELD AT 7.30 PM ON WEDNESDAY 11<sup>th</sup> MAY 2011 IN RADNAGE VILLAGE HALL**

**1. Welcome to new Parish Council following elections.**

The Clerk welcomed everyone to the new Parish Council and the one member of the public in attendance. Cllr Tordoff was not able to be present.

**2. Election of Chairman and Declaration of Acceptance of Office.**

It was proposed by Cllr Perring, seconded by Cllr Blakstad that Cllr Fawell be elected as Chairman. All were in favour. Cllr Fawell signed a Declaration of Acceptance of Office.

**3. Election of Vice Chairman and Declaration of Acceptance of Office.**

It was proposed by Cllr Pitcher and seconded by Cllr Blakstad that Cllr Fynn be elected as Vice-Chairman. All were in agreement and Cllr Fynn signed a Declaration of Acceptance of Office.

**4. All Councillors to sign Statutory Declarations of Acceptance of Office.**

All councillors present signed Declarations of Acceptance of Office.

**5. Election of Responsible Financial Officer.**

As proposed by Cllr Blakstad, seconded by Cllr Perring and agreed by all that the Clerk should continue to assume the role of Responsible Financial Officer.

**6. Signing of Bank Mandates**

A revised bank mandate was signed by two existing signatories and passed to new councillors to complete.

**7. Nominations for Memberships of Committees.**

**a. Wycombe District Association of Local Councils (WDALC)**

It was agreed that attendance at these meetings would be arranged on an 'as required' basis although Cllr Fawell agreed to attend the meeting on 16<sup>th</sup> June 2011.

**b. SW Chilterns and Marlow Local Area Forum (SWC&M LAF)**

It was agreed that Cllr Jones would attend the next meeting of the LAF on 23<sup>rd</sup> May, after this attendance would be agreed between councillors.

**8. Roles and Responsibilities**

**a. Village Hall Management**

Cllr Fynn accepted the role of Village Hall Manager, supported by Cllr Perring and Cllr Jones.

**b. Allotment Management**

Cllr Pitcher accepted responsibility for the management of allotments, supported by Cllr Perring.

**c. Playground Management**

Cllr Perring accepted responsibility for the management of the play area.

**d. Burial Ground Management.**

Cllr Blakstad accepted responsibility for the management of the Parish Burial Ground.

**e. War Memorial and Open Spaces Management.**

Cllr Pitcher accepted the responsibility for the management of Open Spaces, assisted by Cllr Perring.

**f. Planning**

Cllr Fawell and Cllr Blakstad agreed to be responsible for assessing planning applications. It was suggested that Cllr Tordoff might agreed to be the third member of this small team and be responsible for the co-ordination of timely feedback to the Clerk.

**9. Nominations for Representations with Other Organisations.**

**a. Stokenchurch and Radnage Community Action Forum (SRCAF)**

It was decided that all correspondence received concerning the SRCAF would be circulated by the Clerk to all councillors.

**b. Thames Valley Police Neighbourhood Action Group (NAG)**

It was decided that attendance at the NAG meetings would be decided as dates of meetings became known.

The meeting closed at 2015 hours.