

PARISH OF RADNAGE

THE ANNUAL MEETING OF THE PARISH COUNCIL

WAS HELD ON WEDNESDAY 14TH MAY 2014

IN RADNAGE VILLAGE HALL AT 7.30 PM

Present: Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mrs Sue Jones, Mrs Helen Orchard, Mr Lew Perring, Mr Roy Pitcher, Mr Neil Raven and Clerk: Mrs Gill MacKenzie.

Mr Frank Coggrave was also present.

No other members of the public were in attendance.

1. Welcome

The Chairman welcomed everyone to the meeting. All councillors were in attendance.

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

Cllr Fawell agreed to stand as Chairman of the Parish Council for a further year. It was proposed by Cllr Fynn, seconded by Cllr Jones with all in favour that Cllr Fawell be re-elected as Chairman.

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

Cllr Fynn agreed to stand as Vice-Chairman of the Parish Council for a further year. It was proposed by Cllr Orchard, seconded by Cllr Fawell with all in favour that Cllr Fynn be re-elected as Vice-Chairman.

4. Nominations for Memberships of Committees.

a. It was agreed that representation at meeting of the Wycombe District Association of Local Councils (WDALC) would be carried out by individual councillors as and when required. The Clerk was asked to monitor agenda items that could be of specific interest.

b. All agreed that representation at meetings of the SW Chilterns and Marlow Local Area Forum (SWC&M LAF) would be carried out when necessary. The Clerk was to circulate agendas and minutes to councillors.

5. Roles and Responsibilities

The various roles and responsibilities of the council were discussed at it was agreed that the following split of responsibilities would apply for the forthcoming year:

Village Hall Team: The village hall team would be led and co-ordinated by Cllr Jones, supported by Cllr Orchard. Meetings of the Village Hall team would take place outside of Parish Council meetings to discuss the general management and to co-ordinate proposals for council decisions. Cllr Fynn agreed to take on the minor maintenance and general ground works. Cllr Raven would take on the task of project management. Cllr Perring and Mr Coggrave would assist the team whenever possible.

Led by Village Hall Manager: Cllr Jones assisted by Cllr Orchard

Cllr Jones – Management of Cleaner and Bookings Clerk

Cllr Fynn - Fire equipment, fire safety, PAT testing/boiler maintenance/floor maintenance

Cllr Raven – Project co-ordination (including gathering quotes) and health and safety issues

Cllr Perring – Minor maintenance

Mr Coggrave – Marketing of village hall

Planning team: Cllr Fawell (co-ordinator), Cllr Orchard and Cllr Raven

Playground Management: Cllr Raven

Allotment liaison and management of Open Spaces: Cllr Pitcher

Notice board maintenance and the safety of Bus Shelters : Cllr Perring.

The Clerk would undertake the management of the Burial Ground, the War Memorial and any issues relating to Common Land.

The Chairman closed the meeting at 19:58 hours.

Chairman's Signature:

Date: