

**Minutes of the Annual Council Meeting of Burghclere Parish Council held on  
13<sup>th</sup> May 2024 at 8.30pm in the Portal Hall Clubroom**

**Present:** Cllrs R Carrow, A Crowley, G Morton, S Whiting, A Patrick-Smith, J Parkes,  
A Harvey and I Collins

J Letsome (Clerk)

**1. Election of Chair**

Cllr Carrow had confirmed he did not wish to continue as Chairman. Cllr Whiting proposed Cllr Patrick-Smith as Chairman, this was seconded by Cllr Morton and agreed by all.

**2. Apologies**

None.

**3. Declaration of members' interests for this meeting**

- There were none.

**4. Election of Vice-Chairman**

Cllr Morton proposed Cllr Crowley continued as Vice- Chairman, this was agreed by all.

**5. Councillor Resignation**

Cllrs noted confirmation of Cllr Carrow's resignation as a Parish Councillor with effect from this meeting. Cllr Patrick-Smith thanked him for his commitment and breadth of knowledge. The Clerk would inform B&DBC of the vacancy.

**6. Register of interests**

The Clerk reminded all to ensure their details on the Register of Interests was correct and update it if necessary.

**7. Election of Planning Working Group**

It was agreed that Cllrs Patrick-Smith, Parkes and Whiting be members of the Planning Working Group

**8. Election of Finance Working Group**

It was agreed that Cllrs Whiting, Morton & Crowley should continue as members of the Finance Working Group.

Chairman Signature: .....Date: 3<sup>rd</sup> June 2024

**9. Election of Staffing Committee**

It was agreed that Cllrs Patrick-Smith, Parks and Whiting should be members of the Staffing Committee.

**10. Appointment of Earlstone Common Management Committee Representatives**

It was agreed that Cllrs Morton, Patrick-Smith and Collins should be representatives.

**11. Appointment of Sports Club Representatives**

It was agreed that Cllr Collins would continue as the Sports Club representative.

**12. Confirm Monitoring Roles**

- Tree Officer – Cllr Morton
- Footpaths - Cllr Harvey
- Triangle – Briony Canning
- Allotments - Monitored by Pinder Recreation Trust
- Playground – Cllr Harvey
- Defibrillator – Cllr Whiting
- Roads - Cllr Parkes

**13. Bank signatories**

**It was agreed that:**

- Richard Carrow be removed as a signatory from the Lloyds and Newbury Building Society accounts.
- Cllr Patrick-Smith should be added as a signatory to Lloyds and Newbury Building Society accounts.

**14. Election of Chairman and Vice-Chairman of Pinder Recreation Trust Management Committee**

It was agreed that that Cllr Crowley would continue as Chairman of Pinder Recreation Trust and that Cllr Patrick-Smith would continue as Vice-Chairman.

**15. Annual Assembly – Tuesday 14<sup>th</sup> May 2024**

It was agreed that Cllr Patrick-Smith would Chair the meeting but invite Richard Carrow to present the PC report, along with ones covering planning and footpaths.

There being no further business the meeting closed at 9pm

**Actions:**

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
All	Clerk to update website to note new details.		Actioned	Clerk
All	Clerk to inform B&DBC of new details and vacancy		Actioned	Clerk
13	Update bank signatories		In progress	Clerk