

**MINUTES FOR THE ANNUAL GENERAL MEETING OF
THE HIGH WYCH PARISH COUNCIL**

**WEDNESDAY 17th MAY 2017 AT
7.30 P.M. IN THE GREEN ROOM, HIGH WYCH MEMORIAL HALL**

Present: Tom Payne (TP) : David Smith (DS) : Bridget Parrish (BP) : Gareth Emanuel (GE) :
Stephanie Glover (SG)

In Attendance: Ali Geller (AG)

- 1. Apologies for Absence received from:** Wendy Marks (WM) : Brian Sullivan (BS)
- 2. Election of Chair**
RESOLVED that Councillor Tom Payne be duly elected to serve as Chairman of the Parish Council for the ensuing civic year.
- 3. Election of Vice Chair – post left vacant**
- 4. Acceptance of Office and Declarations of Interests**
Councillors Gareth Emanuel and Stephanie Glover completed their completed register of members' interests forms and handed them to the Secretary.
- 5. Officers and Councillors Responsibilities – see Appendix A**
- 6. 2016/2017 Audit Return**
 - 6.1 Section 1 (Annual Governance Statement) was approved and signed by the Chair (Tom Payne) and Clerk (Sam Clark)
 - 6.2 Section 2 (Accounting Statements) was approved and signed by the Responsible Financial Officer (Sam Clark) and Chair (Tom Payne).
 - 6.3 The completed return was approved for release to the External Auditors(BDO LLP)
- 7. Dates for future meetings 2017 – 2018**
It was confirmed that the next Parish Council meeting would be held on Wednesday, 19th July 2017, at 8.00 pm in the High Wych Memorial Hall Green Room. Dates for meeting up till the next AGM had been previously agreed. Please see Appendix B (attached)
- 8. Any Other Business**
 - An email received from Jean Beeching on behalf of St James Church requested that Parish Council consider taking over the maintenance for a part of the churchyard – namely the south east corner where the High Wych war memorial is sited. Discussion around whether councillors would carry out the work themselves. SC – already involved cutting the grass regularly. SC willing to liaise with other councillors should they wish to be involved. DS to speak to HWMH Caretaker (Mr Danny Taylor) with a view to him taking on the task at the rate of £10 (payable by the church) An alternative suggestion of the setting up of a 'wildlife area' was made by Councillor Stephanie Glover.
There being no further business meeting closed at 8.15pm

Signed by Chair:.....Date:.....

Appendix A

Office Held	Name	Area of Responsibility	Phone	Email
Chair	Mr Tom Payne	Planning Applications : Stansted Airport Neighbourhood Watch : Outreach Post Office	07980 602729	tom.payne@me.com
Vice-Chair	VACANT			
Councillors	Mr Sam Clark (non-voting member)	Secretary to the Council Representative to <u>Stop Harlow</u> <u>North group</u> Playing Fields (High Wych & Allen's Green)	01279 726613	samrobertclark@gmail.com
	Mrs Bridget Parrish	SACT : High Wych Playing Field	01279 600837	bsmpparrish@yahoo.co.uk
	Mrs Wendy Marks	Footpaths Litter Picking	01279 721366	wendypmarks@gmail.com
	Mr David Smith	Treasurer : Web Site/Communications Projects : Allotments : Car Park	01279 722213	daveathighwych@hotmail.co.uk
	Mr Brian Sullivan	Consultation Documents : Allen's Green Village Hall : Allen's Green Playing Field	01279 725003	bs9897@gmail.com
	Ms Stephanie Glover	Memorial Hall Committee Community Engagement	07773 075264	stehjg@gmail.com
	Mr Gareth Emanuel	Highways Drive Safe	01279 724142	gje65@tesco.co.uk

HCC Councillor	Mr Eric Buckmaster	Representing Hertfordshire County Council	???	Eric.Buckmaster@eastherts.gov.uk
EHC Rep	Mr Ian Devonshire	Representing East Herts Council	01279 843427	Ian.Devonshire@eastherts.gov.uk
Police	PC Duncan Wallace	Representing Hertfordshire Constabulary		
Minuting	Ali Geller		01279723677	ali@alexgeller.com

Appendix B

Year	Month	Day	Venue
2017	January	Wednesday 18 th	High Wych Memorial Hall 'Green Room'
	March	Wednesday 15 th	High Wych Memorial Hall 'Green Room'
	May	Wednesday 17 th Annual General Meeting followed by Annual Parish Meeting	High Wych Memorial Hall 'Green Room'
	July	Wednesday 12 th	High Wych Memorial Hall 'Green Room'
	September	Wednesday 13 th	High Wych Memorial Hall 'Green Room'
	November	Wednesday 15 th	High Wych Memorial Hall 'Green Room'
2018	January	Wednesday 17 th	High Wych Memorial Hall 'Green Room'
	March	Wednesday 14 th	High Wych Memorial Hall 'Green Room'
	May	Wednesday 16 th Annual General Meeting followed by Annual Parish Meeting	High Wych Memorial Hall 'Green Room'

FINAL