



HEVENINGHAM PARISH COUNCIL

Minutes of the **Annual General Meeting** held on **Wednesday 20th May 2019** at 7.22 pm
at St. Margaret's Church, Heveningham .

Members: Cllr. S. Fairs Cllr. D. Lankester Cllr. S Morphey
 Cllr. C. Fairs Cllr. G. Lee

Also present: K. Forster - Clerk to the Council and 2 Members of the Public

1/19 Election of a Chairman

Cllr. S Fairs was proposed as Chairman. Proposed by Cllr. Lee & seconded by Cllr. C Fairs.
It was unanimously RESOLVED that Cllr. S Fairs be elected as Chairman.

Declaration of Acceptance of Office

Cllr. S. Fairs read and signed the Declaration Acceptance of the Office of Chairman which was witnessed by the Clerk to the Council.

Cllr. Fairs took over the Chair and thanked the Councillors for their support for the previous year.

2/19 Declaration of Acceptance of Office by the Councillors

Following the uncontested election 2nd May 2019, the following Councillors signed the Declaration of Acceptance of Office:

Cllr. S. Fairs
Cllr. C Fairs
Cllr. G. Lee
Cllr. S. Morphey

The Clerk and Proper officer countersigned and dated the acceptances of office.

3/19 Appointment of RFO & Clerk

Karen Forster was confirmed as the Responsible Finance Office and Clerk to the Parish Council.

4/19 Apologies for Absence: There were apologies of absence from Cllrs. Lankester.

5/19 Election of a Vice-Chairman: Cllr. Lee was proposed as Vice-Chairman. Proposed by Cllr. S. Fairs, seconded Cllr. S. Lee. **It was unanimously RESOLVED that Cllr. G Lee be elected as Vice-Chairman.**

6/19 Structure and Frequency of Meetings:

It was unanimously RESOLVED that the meetings remain two monthly (the last Wednesday of the month), at 7.00 at Hill Farm and that the structure of the council remains the same.

Meeting closed at 7.30 pm

Karen Forster
Clerk to Heveningham Parish Council,
Orchard/ House, Chediston Road, Wissett, IP19 0NF