

# Unadopted Minutes for Wokefield Parish Council Annual General Meeting

Wednesday 14 May 2025

held at the Burghfield Community Sports Association, James Lane, Burghfield

A	<b><u>Open Forum</u></b> No matters were brought before the Council.	
B	<b><u>Present:</u></b> <i>Cllr. Richard Thorne (RT)</i> <i>Cllr. Chris Faulkner (CF)</i> <i>Cllr. Jim Thompson (JT)</i> <b><u>In attendance:</u></b> <i>Mrs Sandra Faulkner (Interim Clerk)</i> <b><u>Meeting opened at: 19.33 hrs</u></b>	
1	<b><u>Apologies, Absences and Quorum</u></b> a) <b>Apologies for absence</b> had been received from Cllr Vicky Poole and Cllr Nick Carter. b) <b>Absences:</b> <i>None</i> c) <b>Quorum:</b> The Clerk declared the Meeting to be quorate.	
2	<b><u>Election of Chairman for the year 2025/26</u></b> The Clerk asked for nominations for Chairman. Cllr. Richard Thorne nominated Cllr. Chris Faulkner. This was seconded by Cllr. Jim Thompson. As no other nominations were recorded and all were in favour, Cllr. Faulkner was duly elected.  Chairing of the meeting was passed to the Chairman.	
3	<b><u>Election of Vice-Chairman for the year 2024/25</u></b> Cllr. Jim Thompson was nominated by Cllr. Chris Faulkner and seconded by Cllr. Richard Thorne. As no other nominations were recorded and all were in favour, Cllr. Thompson was duly elected.	
4	<b><u>Minutes of the AGM held on 15th May 2024</u></b> The Minutes of the Meeting held on 15th May 2024 had been circulated and adopted as correct at the Parish Meeting held on 13 August 2024. Cllr. Jim Thompson proposed they be signed as correct, this was seconded by Cllr. Richard Thorne and approved by all. Cllr. Faulkner duly signed the minutes.	
5	<b><u>Matters arising from the Minutes</u></b> There were no matters arising.	
6	<b><u>List of Wokefield Councillors for 2024/25</u></b> Councillors for 2025-26 are as follows:  <ul style="list-style-type: none"><li>• Cllr. Chris Faulkner (<i>Chairman</i>)</li><li>• Cllr. Jim Thompson (<i>Vice-Chairman</i>)</li><li>• Cllr. Richard Thorne</li></ul>	

Chairman's signature: ..... Date: .....

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	<p>Cllr Thorne would continue to be the representative for Clerks Educational Foundation, Cllr Thompson the representative for NAG, AWE and Relief in Need.</p> <p>Representatives for the West Berkshire District and who could be in attendance are:</p> <ul style="list-style-type: none"><li>• Cllr. Nick Carter</li><li>• Cllr. Vicky Poole</li><li>• Cllr Geoff Mayes</li></ul>	
7	<p><b><u>Financial Matters</u></b></p> <p>7.1 Approval of Accounts 2024-2025</p> <p>A copy of the accounts was shared at the meeting. SF explained a discrepancy of £10 which related to an underpayment of this figure to the Clerk which would be corrected.</p> <p>The accounts were approved on this basis.</p> <p>7.2 <b>Annual Return – annual governance</b></p> <p>The Committee discussed each point on the annual return concerning governance and confirmed that appropriate arrangements had been put in place for 20224-25. The exemption certificate was agreed upon as the income/turnover was well within the £25k limit. The variances between current year and previous year could be explained. It was agreed that a contingency for the website needed to be kept as Cllr JT had researched that costs could be between £220 and £929/annum should a change of host be required.</p> <p>7.3 <b>Appointment of Internal Auditor</b></p> <p>The committee agreed that CF should approach Chris Goodchild as internal auditor.</p>	
8	<p><b><u>Date of next Annual General Meeting</u></b></p> <p>Monday 11<sup>th</sup> May 2026, to follow the APA at 7pm.</p>	
9	<p><b><u>Meeting Declared Closed</u></b></p> <p>The meeting was declared closed at 1950 hrs.</p>	

Chairman's signature: ..... Date: .....

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