

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON WEDNESDAY 13th MAY 2026
At CROSS PARK PAVILION AT 6:30 pm.**

PRESENT:

Cllr Mrs Yvonne Forrest Vice-Chairman
Cllr Trevor Bowley
Cllr Sue Morrice
Cllr Jean Sheaves
Mr Chris Fribbins Parish Clerk

In attendance 9 members of the public

A1 To elect the Chairman of the council and to receive the Chairman’s Declaration of Office.
Cllr Chis Draper, Proposed Cllr Forrest, Seconded Cllr Sheaves no further nominations –
AGREED. The Declaration of Acceptance of Office will be signed after the meeting.

In the absence of Cllr Draper, Cllr Forrest took the chair.

A2 To elect the Vice-Chairman of the council and to the receive the Vice-Chairman’s Declaration of Office.

Cllr Forrest, Proposed Cllr Sheaves, Seconded Cllr Morrice, no further nominations AGREED.
The declaration of acceptance of office was signed.

A3 To receive apologies for absence Cllr Draper, Cllr Mrs Draper, Cllr Van Niekerk (work), Cllr Wood (holiday) Proposed Acceptance Cllr Forrest, Seconded Cllr Sheaves AGREED

A4 To receive Declarations Pecuniary Interest (DPI’s) and Other Significant Interests (OSI’s) from members concerning specific items on the agenda and following the Allhallows Parish Council Code of Conduct and Notification of Recording if applicable.

Cllr Morrice Audio recording for personal use.

A5 To receive and consider any dispensation requests from members with DPIs in relation to the agenda. None

A6 To confirm the accuracy of the minutes of the meeting of 14th May 2025

Proposed Cllr. Forrest, Seconded Cllr Morrice – AGREED.

A7 To note Gifts & Hospitality declarations None

A8 To review and adoption of Standing Orders and Financial Regulations – No changes proposed Agreed to Note (to be reviewed post-meeting)

A9 To review delegation arrangements to committees, sub committees, staff and local authorities (where appropriate) – No changes proposed Agreed to Note

A10 To review Committee Structures and to appoint members to serve on the under mentioned Committees:

The Youth Committee is the only committee with delegated powers in relation to the operation of the Youth Club. Other Advisory Committees may be established as required (with no decision-making powers)

a) Personnel Advisory Committee – No changes proposed. Agreed to NOTE, proposed to keep under review by Council. Cllrs K Draper, Forrest Vice Chair, Morrice, Chair (ex-officio)

b) Finance Advisory Committee. Agreed to NOTE, proposed to keep under review by Council. Cllr Forrest, Cllr K Draper, Cllr Bowley, Chair (ex-officio)

c) Youth Committee - AGREED no change, NOTED, proposed to keep under review by Council. Cllrs K Draper, Chair (Ex-officio) (Lisa Newstead – non councillor)

d) Grievance, Disciplinary and Appeal Committees (to be constituted as required)

e) Others – None proposed.

Proposed Cllr Forrest, Seconded Cllr Sheaves, ALL AGREED

A11 To appoint representatives on the under mentioned bodies as required:

a) **Medway Council Rural Liaison Committee** - Cllr K Draper (Substitute Cllr Forrest)
AGREED

- b) **Kent Association of Local Council (KALC) Medway area committee** - Cllrs Morrice and Forrest AGREED
- c) **Police Liaison (as required)** - Cllr Morrice (Chair) + Cllr Sheaves AGREED
- d) **Village Hall Management Committee** - Cllr Forrest AGREED
- e) **Cross Park Association** – Cllr Bowley/Wood AGREED
- f) **Friends of All Saints Church** – Cllr Forrest AGREED

All proposed Cllr Forrest, Seconded Sheaves – ALL AGREED

A12 To agree other member responsibilities

- a) **Allotments** - Cllr Forrest
- b) **Recreation ground and playpark** - Cllrs Morrice & Cllr Bowley AGREED
- c) **Bourne Leisure Liaison** – Chair AGREED
- d) **Turners Group (Allhallows Park/Kingsmead)** – Cllrs Draper, Forrest, Clerk AGREED
- e) **Peninsula East Primary Academy School Liaison** – Cllr Forrest AGREED

All proposed Cllr Forrest, Seconded Cllr Morrice ALL AGREED

A13 To appoint to other posts

Footpaths Officer – Don Baulk + Cllr Bowley Proposed Cllr Forrest, Seconded Cllr Morrice AGREED

A14 To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future. No action at present AGREED

A15 Confirmation of arrangements for insurance cover in respect of all insured risks. See renewal notice. Circulated for comment before adoption May meeting. Shed to be added.

A16 Review of the Council's complaints procedure - NOTED

A17 Review of the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998/GDPR No change NOTED,

A18 Review of the Council's policy for dealing with the press/media and social media. No changes proposed – NOTED. There is a current trial of modified policies underway.

A19 Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council 6:30pm, second Wednesday of each month at Cross Park Pavilion, Avery Way – Proposed Cllr Forrest, Seconded Cllr Mrs Morrice. AGREED.

At 06:45pm Cllr Forrest closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council