

**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 10<sup>th</sup> MAY 2023  
At CROSS PARK PAVILION AT 6:30 pm.**

**PRESENT:** Cllr Chris Draper Chairman  
Cllr Mrs Yvonne Forrest Vice-Chairman  
Cllr Mrs Karen Draper  
Cllr Trevor Bowley  
Cllr Sue Morrice  
Cllr Rachelle Freeguard  
Mr Chris Fribbins Parish Clerk  
In attendance 3 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 Freeguard, no further nominations – AGREED. The Declaration of Acceptance of Office was signed.
- A2 To elect the Vice-Chairman of the council and to receive the Vice-Chairman’s Declaration of Office.**  
Cllr Y Forrest, Proposed Cllr Mrs Draper, Seconded Cllr Morrice, no further nominations – AGREED. The Declaration of Acceptance of Office was signed.
- A3 To receive apologies for absence** None
- 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 is audio recording the meeting for personal use.  
Cllr Freeguard Declared an interest with regard to Cross Park Pavilion as Trustee.
- A5 To receive and consider any dispensation requests from member’s with DPI’s in relation to the agenda.** None
- A6 To confirm the accuracy of the minutes of the meeting of 11<sup>th</sup> May 2022**  
Proposed Cllr. Forrest, Seconded Cllr Mrs Draper – AGREED.
- A7 To note Gifts & Hospitality declarations** None
- A8 To review and adoption of Standing Orders and Financial Regulations (updated) – circulated** No changes proposed
- A9 To review delegation arrangements to committees, sub committees, staff and local authorities (where appropriate) –** No changes proposed
- 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 – Terms of Reference had been reviewed, no changes. Agreed to NOTE, proposed to keep under review by Council. Cllrs K Draper, Forrest Vice Chair, Morrice, Freeguard, Chair (ex-officio)
  - b) Finance Advisory Committee. Terms of reference had been reviewed, no changes. Agreed to NOTE, proposed to keep under review by Council. Cllr Forrest, Cllr K Draper, Cllr Bowley, Chair (ex-officio)
  - c) Youth Committee - Terms of reference had been reviewed, AGREED no change, NOTED, proposed to keep under review by Council. Cllrs K Draper, Cllr Freeguard, Chair (Ex-officio) (Lisa Newstead – non councillor)
  - d) Grievance, Disciplinary and Appeal Committees (to be constituted as required)
  - e) Others – None proposed.

ALL AGREED

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

- a) **PACT** (two representatives) – Cllr Morrice, Cllr Freeguard AGREED
  - b) **Medway Council Rural Liaison Committee** - Cllr K Draper (Substitute Cllr Forrest) AGREED
  - c) **Kent Association of Local Council (KALC) Medway area committee** - Cllrs Freeguard and Morrice AGREED
  - d) **Police Liaison** - Cllr Draper (Chair) AGREED
  - e) **Village Hall Management Committee** - Cllr Forrest AGREED
  - f) **Cross Park Association** – Cllr R Freeguard AGREED
  - g) **Allhallows Fete Committee** – Cllrs Forrest AGREED
  - h) **Friends of All Saints Church** – Cllr Forrest AGREED
- All proposed Cllr K Draper, Seconded Cllr Forrest – ALL AGREED

**A12 To agree other member responsibilities**

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

**A13 To appoint to other posts**

**Footpaths Officer** – Cllr Bowley 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 Review of inventory of assets and risk assessment**

Had been circulated previously - NOTED.

**A16 Confirmation of arrangements for insurance cover in respect of all insured risks. See renewal notice.** Circulated for comment before adoption May meeting. Telephone Box and Defibrillator/Stab Kit to be added (Insurance Company informed).

**A17 Review of the Council's complaints procedure** - NOTED

**A18 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998/GDPR** No change NOTED,

**A19 Review of the Council's policy for dealing with the press/media.**

No changes proposed - NOTED and **Social Media Policy** to be considered at the June meeting – NOTED

**A20 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 Draper AGREED.

At 07:00pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council