

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON TUESDAY 10th MAY 2016
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30 pm.**

PRESENT: Cllr Chris Draper Chairman
Cllr Mrs P Huntley-Chipper Vice-Chairman

Cllr Mrs Sandra Bennett

Cllr Mr David Bennett

Cllr Mrs Yvonne Forrest

Cllr Mrs Karen Draper

Cllr John Luck

Cllr Alan Marsh

Mr Chris Fribbins Parish Clerk

In attendance 11 members of the public

1 To elect the Chairman of the council and to receive the Chairman's Declaration of Office.

1123 Cllr Chis Draper, Proposed Cllr Y Forrest, Seconded Cllr P Huntley-Chipper, no further nominations – AGREED. The Declaration of Office read.

2 To elect the Vice-Chairman of the council and the receive the Vice-Chairman's Declaration of Office.

1124 Cllr Pat Huntley-Chipper, Proposed Cllr K Draper, Seconded Cllr Y Forrest, no further nominations – AGREED. The Declaration of Office read.

3 To receive apologies for absence

1125 n/a

4 To receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda and following the Medway Council Code of Conduct.

1126 None

5 To receive and consider any dispensation requests from member's with DPI's in relation to the agenda.

1127 None

6 To confirm the accuracy of the minutes of the meeting of 20th May 2015

1128 Proposed Cllr. K Draper, Seconded Cllr. Y Forrest – AGREED.

7 To note Gifts & Hospitality declarations

1129 None

8 To review and adoption of Standing Orders and Financial Regulations (updated) – circulated

1130 Standing Orders and Financial Regulations reviewed, amended as required and approved. Proposed Cllr K Draper, Seconded Cllr Y Forrest - AGREED

9 To review delegation arrangements to committees, sub committees, staff and local authorities (where appropriate)

1131 No changes. Proposed Cllr D Bennett, Seconded Cllr A Marsh – AGREED

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

Currently there are no committees – although Advisory Committees may be established as required (with no decision making powers)

1132 a) Personnel Advisory Committee – Terms of Reference as circulated, approved – All councillors are members of this committee Proposed Cllr K Draper, Seconded Cllr S Bennett.

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

- c) Others – Agreed to establish a Finance Advisory Committee. All councillors are members of this committee. The Clerk to circulate Terms of Reference along the lines of the Personnel Advisory Committee. Proposed Cllr A Marsh, Seconded Cllr K Draper - AGREED

- 11 **To appoint representatives on the under mentioned bodies as required:**
- 1133 **a) Medway Council Rural Liaison Committee**
Cllr K Draper (Substitute Cllr D Bennett (Proposed Cllr S Bennett, Seconded Cllr A Marsh)
- b) Kent Association of Local Council (KALC) Medway area committee**
Cllr Y Forrest, Cllr P Huntley-Chipper (Proposed Cllr K Draper, Seconded Cllr A Marsh)
- c) Police Liaison & Neighbourhood Watch committee**
Cllr J Luck (substitute Cllr D Bennett) (Proposed Cllr A Marsh, Seconded Cllr Y Forrest)
- d) Village Hall Management Committee**
Cllr A Marsh (Proposed Cllr C Draper, Seconded Cllr K Draper)
- e) Cross Park Association**
Cllr J Luck (Proposed Cllr C Draper, Seconded Cllr A Marsh)
- f) Friends of All Saints Church**
Cllr A Marsh & Cllr S Bennett (Proposed Cllr P Huntley-Chipper, Seconded Cllr D Bennett)
All AGREED
- 12 **To agree other member responsibilities**
- 1134 **a) Allotments**
Cllr Y Forrest (Proposed Cllr C Draper, Seconded Cllr S Bennett)
- b) Recreation ground and playpark**
Cllr Y Forrest & Cllr P Huntley-Chipper (Proposed Cllr C Draper, Seconded Cllr K Draper)
- c) Bourne Leisure Liaison**
Cllr C Draper (Proposed Cllr Y Forrest, Seconded Cllr S Bennett)
- d) Allhallows Primary School Liaison**
Cllr S Bennett & Cllr D Bennett (Proposed Cllr K Draper, Seconded Cllr A Marsh)
- e) Allhallows Youth Club Liaison**
Cllr D Bennett (Proposed Cllr A Marsh, Seconded Cllr P Huntley-Chipper)
ALL AGREED
- 13 **To appoint to other posts**
- 1135 **Footpaths Officer – Mr Colin Davis** (Proposed Cllr K Draper, Seconded Cllr A Marsh) - AGREED
- 14 **To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.**
- 1136 To be reviewed when clerk completes CiLCA course
- 15 **Review of inventory of assets**
- 1137 List noted, but to be referred to the Finance Advisory Committee for more detailed review,
- 16 **Confirmation of arrangements for insurance cover in respect of all insured risks. See renewal notice.**
- 1138 Renewal of policy with Zurich approved. Further detailed review to be carried out by Finance Advisory Committee. (Proposed Cllr C Draper, Seconded Cllr Y Forrest)
AGREED.
- 17 **Review of the Council's complaints procedure.**
- 1139 Policy updated with regard to committee structure and contact details to make more generic – to be publish on the council's web pages.
- 18 **Review of the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**
- 1140 Reviewed and no changes proposed.
- 19 **Review of the Council's policy for dealing with the press/media.**
- 1141 Reviewed with removal of restriction on filming or taping (Proposed Cllr J Luck, Seconded Cllr Y Forrest) AGREED

- 20** **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 Tuesday of each month at Cross Park Pavilion, Avery Way**

1142 AGREED – Up to 12 meetings (A legal minimum of three + Annual Meeting)

At 07:15pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council