

WICKHAM ST PAULS PARISH COUNCIL
DRAFT - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 31st MAY 2022, AT 7.00pm.

In the Chair: Cllr. D. Stokes
Present Cllrs. Cllr. M. Cooper, Cllr. J. Barlow
Clerk: Mrs D. Jacob

22/043 To elect the Chairman.

Derek Stokes elected as Chairman – declaration of office signed.
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour resolution passed.

22/044 To elect the Vice-Chairman.

Martin Cooper elected as Vice-Chairman – declaration of office signed.
Proposed by Cllr. Stokes, seconded by Cllr. Barlow, all in favour, resolution passed.

22/045 Declaration of Acceptance of Office.

All Councillors have signed declaration of acceptance of office.

22/046 Check Members Register of Interests.

All Councillors confirmed that their declaration of interests is up to date

22/047 Consent form to receive the Council Summons and agenda electronically.

Confirmed all members have signed.

22/048 Bank Signatories.

Confirmed three signatories for the Parish Council Bank Accounts. Cllr Stokes, Cllr Cooper and Cllr Barlow.
Proposed by Cllr. Barlow, seconded by Cllr. Cooper, all in favour, resolution passed.

22/049 To review membership and agree renewal of the following bodies: -

EALC (Essex Association of Local Councils)
NALC (National Association of Local Councils)
BALC (Braintree Association of Local Councils) Elected Cllr Stokes as representative to attend meetings.
The Colne-Stour Countryside Association.
Proposed by Cllr. Stokes, seconded by Cllr. Barlow, all in favour, resolution passed.

22/050 General Power of Competence.

To confirm and adopt the proposal that Wickham St Pauls Parish Council no longer meets the requirements to become a Parish Council with 'General Power of Competence'.
A discussion took place regarding elections and co-opting members, the Clerk referred Cllr Copper to the Parish Council Co-option policy.
Proposed by Cllr. Stokes, seconded by Cllr. Barlow, all in favour, resolution passed.

22/051 Review and confirm arrangements for Insurance Cover 2021/2022.

Confirmed that the insurance cover is in place until 31st May 2023 and confirmed a quote from Aviva was accepted for 3 years.
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

22/052 Personnel Committee.

To elect Personnel Committee and Personnel Committee Chairman.
(Currently Cllr. D. Stokes, Cllr. M. Cooper and Cllr. Barlow as Chairman) agreed to remain as per existing.
Proposed by Cllr. Stokes, seconded by Cllr. Barlow, all in favour, resolution passed.

22/053 Parish Clerk & Responsible Financial Officer.

Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.
Proposed by Cllr. Stokes, seconded by Cllr. Cooper, all in favour, resolution passed.

Signed (Chairman).....

26th July 2022

22/054 Working Groups. To confirm working groups.

Play Area Working Group

Confirmed Members – Cllr. Derek Stokes, Cllr. Martin Cooper, Cllr. Paul Snazell

Budget Working Group

Confirmed Members – Cllr. Derek Stokes, Cllr. Martin Cooper, Cllr. Ian Ward

Proposed by Cllr. Barlow, seconded by Cllr. Cooper, all in favour, resolution passed.

22/055 To re-adopt Council Documents/Policies.

- A. Accessibility Statement
- B. Action Plan
- C. Anti-Fraud & Corruption
- D. Code of Conduct
- E. Co-Option Policy
- F. Complaints Procedure
- G. Community Emergency Plan (Not published, copy sent to BDC)
- H. Community Engagement Policy
- I. Crime & Disorder
- J. Dignity at Work/Bullying and Harassment Policy
- K. Disciplinary Policy
- L. Equality and Diversity Policy
- M. Financial Regulations
- N. Firework Risk Assessment
- O. Freedom of Information Policy
- P. General Data Protection Policy
- Q. Grant Policy
- R. Grievance Policy
- S. Health & Safety Policy Statement
- T. Privacy Statement
- U. Public Participation
- V. Risk Assessment for Covid – Village Hall
- W. Risk Assessment for Covid – Recreational Equipment
- X. Risk Assessment for Litter Picking
- Y. Standing Orders
- Z. Strategic Risk Register
- AA. Terms of Reference for Personnel Committee
- BB. Training & Development Policy
- CC. Training Record

Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

22/056 Annual Meeting Closed at 7.22pm

Signed (Chairman).....

26th July 2022