

**Minutes of the Wakes Colne Parish Council Annual Meeting held on
Wednesday May 4th 2016 at 7.00pm in the Wakes Colne Village Hall.**

In the Chair: Cllr. S. Hounslow

Present: Cllrs: Cllr. A. Hannington, Cllr. S. Scrase, Cllr. K. Brown, Cllr. M. Bowden, Cllr. M. Taylor

Clerk: Mrs D. Jacob

No members of the public present.

ITEM	PRESENTER	SUBJECT								
16/078	ALL MEMBERS	TO ELECT THE CHAIRMAN To elect Cllr. S. Hounslow as Chairman, proposed by Cllr. M. Bowden, Seconded by Cllr. S.Scrase, all in favour, resolution passed.								
16/079	CHAIRMAN	CHAIRMAN'S DECLARATION OF OFFICE – signed by Cllr. S. Hounslow								
16/080	ALL MEMBERS	TO ELECT THE VICE-CHAIRMAN To elect Cllr. A. Hannington as Vice-Chairman, proposed by Cllr. S.Scrase, Seconded by Cllr. K.Brown, all in favour, resolution passed.								
16/081	VICE-CHAIRMAN	VICE –CHAIRMAN'S DECLARATION OF OFFICE – signed by Cllr. A. Hannington								
16/082	ALL MEMBERS	DECLARATION OF ACCEPTANCE OF OFFICE Confirmed Declaration of Acceptance forms signed, Cllr. H. Creswell to sign at a later date, Proposed by Cllr.S.Scrase, seconded by Cllr.K. Brown, all in favour resolution passed.								
16/083	ALL MEMBERS	CHECK MEMBERS REGISTER OF INTEREST MEMBERS TO REVIEW THEIR DECLARATIONS AND UPDATE WHERE NECESSARY Register Checked and confirmed that it is up to date.								
16/084	ALL MEMBERS	BANK MANDATE FORMS ITEM 1. TO AGREE AND CONFIRM THREE SIGNATORIES Signatories to remain as previously, Cllr. S. Hounslow, Cllr.A.Hannington and Cllr. H.Cresswell. Proposed by Cllr. M. Bowden, seconded by Cllr.M.Taylor, all in favour, resolution passed.								
16/085	ALL MEMBERS	ITEM 1. MEMBERSHIP REVIEWED AND AGREED RENEWAL OF THE FOLLOWING BODIES: <table border="1" style="margin-left: 40px;"> <tr> <td>EALC (ESSEX ASSOCIATION OF LOCAL COUNCILS)</td> <td style="text-align: right;">127.44</td> </tr> <tr> <td>NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS)</td> <td style="text-align: right;">28.12</td> </tr> <tr> <td>CALC (COLCHESTER ASSOCIATION OF LOCAL COUNCILS)</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>SLCC (SOCIETY OF LOCAL COUNCIL CLERKS)</td> <td style="text-align: right;">118.00</td> </tr> </table> Proposed by Cllr. M. Bowden, Seconded by Cllr. K.Brown, all in favour, resolution passed. ITEM 2. TO ELECT A REPRESENTATIVE TO ATTEND CALC MEETINGS Cllr. S. Scrase elected to be the Wakes Colne Parish Council Representative to attend CALC meetings. Proposed by Cllr.M. Taylor, seconded by Cllr.M. Bowden, all in favour resolution passed.	EALC (ESSEX ASSOCIATION OF LOCAL COUNCILS)	127.44	NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS)	28.12	CALC (COLCHESTER ASSOCIATION OF LOCAL COUNCILS)	35.00	SLCC (SOCIETY OF LOCAL COUNCIL CLERKS)	118.00
EALC (ESSEX ASSOCIATION OF LOCAL COUNCILS)	127.44									
NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS)	28.12									
CALC (COLCHESTER ASSOCIATION OF LOCAL COUNCILS)	35.00									
SLCC (SOCIETY OF LOCAL COUNCIL CLERKS)	118.00									
16/086	ALL MEMBERS	TO ADOPT COUNCIL POLICIES A. ACTION PLAN B. CODE OF CONDUCT & NOLAN PRINCIPLES C. COMMUNITY EMERGENCY PLAN D. COMMUNITY ENGAGEMENT POLICY E. COMPLAINTS PROCEDURE F. CO-OPTION POLICY G. DATA PROTECTION POLICY H. DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY I. EQUALITY & DIVERSITY POLICY J. FINANCIAL REGULATIONS K. FREEDOM OF INFORMATION PUBLICATION SCHEME								

1 Signed:.....
Chairperson of the Parish Council

Date: 1st June 2016

16/086	ALL MEMBERS	<p>TO ADOPT COUNCIL POLICIES (CONTINUED)</p> <p>L. GRANT FUNDING POLICY M. HEALTH & SAFETY POLICY STATEMENT N. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY O. PUBLIC PARTICIPATION POLICY P. RECORDING & USE OF SOCIAL MEDIA Q. RISK ASSESSMENT FOR CLEARANCE OF FOOTPATHS IN WAKES COLNE R. RISK ASSESSMENT FOR GENERIC PUBLIC RIGHTS OF WAY IN WAKES COLNE S. RISK ASSESSMENT FOR LITTER PICKING IN WAKES COLNE T. STANDING ORDERS U. STRATEGIC RISK REGISTER V. TRAINING POLICY W. TRAINING RECORD X. VDU WORKSTATION CHECKLIST</p> <p>Proposed by Cllr. K. Brown, Seconded by Cllr. M.Bowden, all in favour, resolution passed.</p>
16/087	ALL MEMBERS	<p>GENERAL POWER OF COMPETENCE</p> <p>TO REPORT AND ADOPT THE PROPOSAL THAT WAKES COLNE PARISH COUNCIL MEETS THE REQUIREMENTS TO BECOME A PARISH WITH 'GENERAL POWER OF COMPETENCE'.</p> <p>Confirmed that Wakes Colne Parish Council meets the criteria. Proposed by Cllr. M. Bowden, seconded by Cllr.S.Scrase, all in favour, resolution passed.</p>
16/088	ALL MEMBERS	<p>TO ELECT PERSONNEL COMMITTEE AND PERSONNEL COMMITTEE CHAIRMAN</p> <p>COMMITTEE, CLLR.S. HOUNSLOW, CLLR, A. HANNINGTON, CLLR. M. BOWDEN, CHAIRMAN CLLR. M. BOWDEN</p> <p>TO ADOPT TERMS OF REFERENCE FOR PERSONNEL COMMITTEE – ADOPTED</p> <p>Proposed by Cllr. K. Brown, Seconded by Cllr. S.Scrase, all in favour, resolution passed.</p>
16/089	ALL MEMBERS	<p>REVIEW AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER</p> <p>To confirm Came & Co to cover the insurance requirements, agreement in place until the 31 May 2018. Proposed by Cllr. A. Hannington, Seconded by Cllr. S. Scrase, all in favour, resolution passed.</p>
16/090	ALL MEMBERS	<p>CONSENT FORM TO RECEIVE THE COUNCIL SUMMONS AND AGENDA ELECTRONICALLY</p> <p>Confirmed that all members have signed the Model consent forms to receive the Council summons and agenda electronically.</p>
16/091	ALL MEMBERS	<p>VILLAGE HALL REPRESENTATIVE</p> <p>Cllr. S. Scrase elected to be the Wakes Colne Representative to attend Village Hall Meetings. Proposed by Cllr.M. Taylor, seconded by Cllr.M. Bowden, all in favour resolution passed.</p>
16/092	ALL MEMBERS	<p>MILLENNIUM GREEN REPRESENTATIVE</p> <p>Cllr. M.Taylor elected to be the Wakes Colne Representative to attend Millennium Green Meetings. Proposed by Cllr.K. Brown, seconded by Cllr.M. Bowden, all in favour resolution passed.</p>
16/093	ALL MEMBERS	<p>ANNUAL MEETING CLOSED AT 7.26PM</p>