

**Minutes of the Wakes Colne Parish Council Annual Meeting held on
Wednesday 17th April 2017 at 7.00pm in The Small Committee Room at Wakes Colne Village Hall**

In the Chair: Cllr. A. Hannington
 Present: Cllrs: Cllr. M. Bowden, Cllr. Brown, Cllr. S. Scrase, Cllr. M. Taylor
 Clerk: Mrs D. Jacob
 Present: Four members of the public.

	PRESENTER	SUBJECT								
17/071	ALL MEMBERS	To elect a Chairman. Cllr. A. Hannington elected. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.								
17/072	CHAIRMAN	Chairman's Declaration of Office – Signed by Cllr. A. Hannington.								
17/073	ALL MEMBERS	To elect the Vice-Chairman. Cllr. S. Scrase elected. Proposed by Cllr. K. Brown, seconded by Cllr. A. Hannington, all in favour, resolution passed.								
17/074	VICE-CHAIRMAN	Vice-Chairman's Declaration of Office – Signed by Cllr. S. Scrase.								
17/075	ALL MEMBERS	Check Members Register of Interests. Members reviewed their declaration of interests, and confirmed all are up to date.								
17/076	ALL MEMBERS	Bank Signatories. Confirmed and agreed three signatories for the Parish Council Barclays Bank Accounts. Cllr. K. Brown, Cllr. A. Hannington, Cllr. S. Scrase to remain.								
17/077	ALL MEMBERS	<p>ITEM 1. To review membership and agreed renewal of the following bodies: -</p> <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>EALC (Essex Association of Local Councils)</td> <td style="text-align: right;">128.56</td> </tr> <tr> <td>NALC (National Association of Local Councils)</td> <td style="text-align: right;">28.40</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;">93.00</td> </tr> </tbody> </table> <p>Proposed by Cllr. M. Bowden, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p> <p>ITEM 2. Cllr. S. Scrase elected as a representative to attend CALC meetings. Proposed by Cllr. M. Bowden, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>	EALC (Essex Association of Local Councils)	128.56	NALC (National Association of Local Councils)	28.40	CALC (Colchester Association of Local Councils)	35.00	SLCC (Society of Local Council Clerks)	93.00
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17/078	ALL MEMBERS	<p>Council Policies Adopted.</p> <ul style="list-style-type: none"> 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 I. Equality & Diversity Policy J. Financial Regulations k. Freedom of Information Publication Scheme L. Grant Funding Policy M. Health & Safety Policy Statement N. Local Government Pension Scheme Discretions O. Public Participation Policy P. Recording & Use of Social Media Q. Risk Assessment for Clearance of Footpaths in Wakes R. Risk Assessment for General Public Rights of Way in Wakes S. Risk Assessment for Litter Picking in Wakes Colne T. Standing Orders 								

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

Date: 7th June 2017

		<p>U. Strategic Risk Register Assessment V. Training Policy W. Training Record X. VDU workstation checklist</p> <p>Proposed by Cllr. S. Scrase, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p>
17/079	ALL MEMBERS	<p>General Power of Competence Confirmed and adopted the proposal that Wakes Colne Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'. Proposed by Cllr. M. Bowden, seconded by Cllr. S. Scrase, all in favour, resolution passed.</p>
17/080	ALL MEMBERS	<p>Item 1. Personnel Committee and Personnel Committee Chairman. Confirmed members as Cllr. M. Bowden, Cllr. A. Hannington, Cllr. M. Taylor Chairman elected as Cllr. M. Bowden. Item 2. Terms of Reference for Personnel Committee adopted. Proposed by Cllr. A. Hannington, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p>
17/081	ALL MEMBERS	<p>Review and confirm arrangements for Insurance Cover. Confirmed agreement is in place until 31st May 2018 . Proposed by Cllr. M. Bowden, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
17/082	ALL MEMBERS	<p>Responsible Financial Officer Clerk to act as Responsible Financial Officer to the Council. Proposed by Cllr. M. Bowden, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p>
17/083	ALL MEMBERS	<p>Consent form to receive the Council Summons and agenda electronically. Confirmed all members have signed the model consent form.</p>
17/084	ALL MEMBERS	<p>Village Hall Representative. Cllr. P. Cope elected as a representative to attend Village Hall meetings. Proposed by Cllr. S. Scrase, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p>
17/085	ALL MEMBERS	<p>Millennium Green Representative. Cllr. M. Taylor elected as a representative to attend Millennium Green Meetings. Proposed by Cllr. M. Bowden, seconded by Cllr. A. Hannington, all in favour, resolution passed.</p>
17/086	ALL MEMBERS	<p>Working Groups. To confirm working groups. Public Footpaths Working Group Current Members – Kathy Brown, Maggie Bowden, Stephen Scrase, Monica Taylor and 1 member of the public, David Green. The LHP Working Group Current Members - Allan Hannington, Monica Taylor and 1 member of the public, Aaron Dixey. Planning and Liaison Current Member – Allan Hannington Superfast Broadband Working Group – Agreed no longer required. Proposed by Cllr. S. Scrase, seconded by Cllr. M. Bowden, all in favour, resolution passed.</p>
17/087	ALL MEMBERS	Annual Meeting closed at 7.33pm