

**Minutes of the Annual Meeting of Wakes Colne Parish Council held on
Wednesday 23rd May 2018 at 7.10pm in Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. A. Hannington
 Present: Cllrs: Cllr. M. Bowden, Cllr. K. Brown, Cllr. S. Scrase, Cllr. M. Taylor
 Clerk: Mrs D. Jacob
 No members of the public present.

	PRESENTER	SUBJECT								
18/088	ALL MEMBERS	To elect the Chairman. Cllr. A. Hannington elected. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.								
18/089	ALL MEMBERS	Chairman's Declaration of Office. Signed by Cllr. A. Hannington.								
18/090	ALL MEMBERS	To elect the Vice-Chairman. Cllr. S. Scrase elected. Proposed by Cllr. A. Hannington, seconded by Cllr. M. Bowden, all in favour, resolution passed.								
18/091	ALL MEMBERS	Vice-Chairman's Declaration of Office. Signed by Cllr. S. Scrase.								
18/092	ALL MEMBERS	Check Members' Register of Interests. Members reviewed their declaration of interests and confirmed all are up to date.								
18/093	ALL MEMBERS	Declaration of Acceptance of Office. Confirmed all members have signed the acceptance of office form.								
18/094	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. Confirmed all members have signed the model consent form.								
18/095	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.								
18/096	ALL MEMBERS	<p>ITEM 1. To review membership and agree renewal of the following bodies: -</p> <table border="1" style="margin-left: 40px;"> <tbody> <tr> <td>EALC (Essex Association of Local Councils)</td> <td style="text-align: right;">129.12</td> </tr> <tr> <td>NALC (National Association of Local Councils)</td> <td style="text-align: right;">28.54</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;">115.00</td> </tr> </tbody> </table> <p>Agreed membership renewal of above. ITEM 2. Cllr. S. Scrase elected as a representative to attend CALC meetings. Proposed by Cllr. K. Brown, seconded by Cllr. M. Bowden, all in favour, resolution passed.</p>	EALC (Essex Association of Local Councils)	129.12	NALC (National Association of Local Councils)	28.54	CALC (Colchester Association of Local Councils)	35.00	SLCC (Society of Local Council Clerks)	115.00
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18/097	ALL MEMBERS	To adopt Council Documents/Policies. Action Plan Business Plan Anti-Fraud and Corruption Policy Biodiversity Code of Conduct Community Emergency Plan Community Engagement Policy Complaints Procedure Co-Option Policy Council as a Corporate Body Crime and Disorder Policy Data Protection Policy Dignity at Work/Bullying and Harassment Policy Equality and Diversity Policy Financial Regulations								

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 Signed.....
Chairman of the Parish Council

Date: 6th June 2018

		<p>Freedom of Information Publication Scheme</p> <p>Grant Funding Policy</p> <p>Health and Safety Policy Statement</p> <p>Leadership in Planning for the Future of the Community</p> <p>Local Government Pension Scheme Discretions Policy</p> <p>Public Participation Policy</p> <p>Recording and Use of Social Media</p> <p>Risk Assessment for Clearance of Footpaths In Wakes Colne</p> <p>Risk Assessment for Generic Public Rights of Way In Wakes Colne</p> <p>Risk Assessment for Litter Picking in Wakes Colne</p> <p>Standing Orders</p> <p>Strategic Risk Register</p> <p>Terms of Reference for Personnel Committee</p> <p>Training Policy</p> <p>Training Record</p> <p>Value for Money</p> <p>VDU Workstation Checklist</p> <p>Proposed by Cllr. K. Brown, seconded by Cllr. M. Bowden, all in favour, resolution passed.</p>
18/098	ALL MEMBERS	<p>General Power of Competence.</p> <p>Confirmed and adopted the proposal that Wakes Colne Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'.</p> <p>Proposed by Cllr. M. Bowden, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p>
18/099	ALL MEMBERS	<p>Personnel Committee.</p> <p>Item 1. Personnel Committee and Personnel Committee Chairman.</p> <p>Confirmed members as Cllr. M. Bowden, Cllr. A. Hannington, Cllr. M. Taylor Chairman elected as Cllr. M. Bowden.</p> <p>Item 2. 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>
18/100	ALL MEMBERS	<p>Review and confirm arrangements for Insurance Cover 2018.</p> <p>Quotes were considered. Next time more information required to review like for like. Due to time restriction it was agreed to continue and renew for 3 years with Came & Co, whose quote was £57.56 more expensive than that of Norris & Fisher.</p> <p>Proposed by Cllr. S. Scrase, seconded by Cllr. M. Bowden, 4 in favour, 1 objection, resolution passed.</p>
18/101	ALL MEMBERS	<p>Responsible Financial Officer.</p> <p>Clerk to act as Responsible Financial Officer to the Council.</p> <p>Proposed by Cllr. M. Bowden, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
18/102	ALL MEMBERS	<p>Millennium Green Representative.</p> <p>Cllr. M. Taylor elected as a representative to attend Millennium Green Meetings.</p> <p>Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
18/103	ALL MEMBERS	<p>Working Groups.</p> <p>To confirm working groups.</p> <p>Public Footpaths Working Group</p> <p>Current Members – Kathy Brown, Maggie Bowden, Stephen Scrase, Monica Taylor and 1 member of the public, David Green.</p> <p>The LHP Working Group</p> <p>Current Members - Allan Hannington, Monica Taylor and 1 member of the public, Aaron Dixey.</p> <p>Planning and Liaison</p> <p>Current Member – Allan Hannington.</p> <p>Superfast Broadband Working Group</p> <p>Current Members – Kathy Brown and Allan Hannington.</p> <p>Clerk to contact Aaron Dixey to ask if he would like to continue to be on the LHP working group; also to contact Howard Walkden to ask if he would like to join the superfast broadband working group.</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. M. Bowden, all in favour, resolution passed.</p>
18/104	ALL MEMBERS	<p>Annual Meeting Closed.</p> <p>Meeting closed at 8.53pm</p>