

**Minutes of the Virtual Annual Meeting of Wakes Colne Parish Council held on
Wednesday 5th May 2021 Via Zoom
Start Time 7.22pm due to technical difficulties**

In the Chair: Cllr. M. Taylor

Present: Cllrs: Cllr. E. Coney, Cllr. J. Fisher, Cllr. S. Latache, Cllr. F. Mead, Cllr. H. Wastenev

Clerk: Mrs D. Jacob

	PRESENTER	SUBJECT
21/083	ALL MEMBERS	To elect the Chairman. Cllr. Taylor was elected Chairman, to be known as Chairwoman. Proposed by Cllr. Latache, seconded by Cllr. Fisher; all in favour, resolution passed. Chairman's Declaration of Office. Signed by Cllr. Taylor.
21/084	ALL MEMBERS	To elect the Vice-Chairman. As no Cllr. came forward to fill this position , this item deferred until June.
21/085	ALL MEMBERS	Check Members' Register of Interests. Members reviewed their declaration of interests and confirmed all are up to date.
21/086	ALL MEMBERS	Declaration of Acceptance of Office. Confirmed all members have signed the acceptance of office form.
21/087	ALL MEMBERS	Consent Form to Receive the Council Summons and Agenda Electronically. Confirmed all members have signed the model consent form.
21/088	ALL MEMBERS	Bank Signatories. Confirmed and agreed three signatories for the Parish Council Barclays Bank Accounts. Cllr. Fisher, Cllr. Taylor and Cllr. Wastenev to remain as previously. Proposed by Cllr. Taylor, seconded by Cllr. Latache; all in favour, resolution passed.
21/089	ALL MEMBERS	ITEM 1. To Review Membership and Agree Renewal of the Following Bodies: - EALC (Essex Association of Local Councils) NALC (National Association of Local Councils) SLCC (Society of Local Council Clerks) CALC (Colchester Association of Local Councils) Agreed membership renewal of above. Proposed by Cllr. Taylor, seconded by Cllr. Fisher; all in favour, resolution passed. ITEM 2. Cllr. Coney was elected as a representative to attend CALC meetings. Proposed by Cllr. Taylor, seconded by Cllr. Fisher; all in favour, resolution passed.
21/090	ALL MEMBERS	To adopt Council Documents/Policies. 1. Action Plan 2. Accessibility Statement 3. Anti-Fraud and Corruption Policy 4. Business Plan 5. Biodiversity 6. Code of Conduct 7. Community Emergency Plan (Sent to Colchester Borough Council) 8. Community Engagement Policy 9. Complaints Procedure 10. Co-option Policy 11. Council as a Corporate Body 12. Crime and Disorder Policy 13. Dignity at Work/Bullying and Harassment Policy 14. Disciplinary Policy 15. Equality and Diversity Policy 16. Financial Regulations

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Signed.....
Chairwoman of the Parish Council

Date: 2nd June 2021

		<p>17. Freedom of Information Publication Scheme</p> <p>18. General Data Protection Policy</p> <p>19. Grant Funding Policy</p> <p>20. Grievance Policy</p> <p>21. Health and Safety Policy Statement</p> <p>22. Leadership in Planning for the Future of the Community</p> <p>23. Local Government Pension Scheme Discretions Policy</p> <p>24. Privacy Statement</p> <p>25. Public Participation Policy</p> <p>26. Publication Scheme</p> <p>27. Recording and Use of Social Media</p> <p>28. Risk Assessment for Clearance of Footpaths in Wakes Colne</p> <p>29. Risk Assessment for Generic Public Rights of Way in Wakes Colne</p> <p>30. Risk Assessment for Litter Picking in Wakes Colne</p> <p>31. Risk Assessment for Spring Bulb Planting</p> <p>32. Standing Orders</p> <p>33. Strategic Risk Register</p> <p>34. Terms of Reference for Personnel Committee</p> <p>35. Training and Development Policy</p> <p>36. Training Record</p> <p>37. Value for Money</p> <p>38. VDU Workstation Checklist</p> <p>Proposed by Cllr. Lata arche, seconded by Cllr. Mead; all in favour, resolution passed.</p>
21/091	ALL MEMBERS	<p>General Power of Competence.</p> <p>Confirmed and adopted the proposal that Wakes Colne Parish Council no longer meets the requirements to become a Parish Council with 'General Power of Competence'.</p> <p>Proposed by Cllr. Taylor, seconded by Cllr. Lata arche; all in favour, resolution passed.</p>
21/092	ALL MEMBERS	<p>Personnel Committee.</p> <p>Item 1. Personnel Committee and Personnel Committee Chairman.</p> <p>Confirmed members as Cllr. Fisher, Cllr. Lata arche, Cllr. Wastene y.</p> <p>Chairman elected as Cllr. Fisher.</p> <p>Proposed by Cllr. Mead, seconded by Cllr. Coney; all in favour, resolution passed.</p>
21/093	ALL MEMBERS	<p>Review and Confirm Arrangements for Insurance Cover 2021.</p> <p>To accept the quote from BHIB Ltd (Aviva) 3-year long-term cover at £438.77 per annum.</p> <p>Confirmed insurance cover is in place.</p> <p>Proposed by Cllr. Mead, seconded by Cllr. Lata arche; all in favour, resolution passed.</p>
21/094	ALL MEMBERS	<p>Responsible Financial Officer.</p> <p>Clerk to act as Responsible Financial Officer to the Council.</p> <p>Proposed by Cllr. Taylor, seconded by Cllr. Lata arche; all in favour, resolution passed.</p>
21/095	ALL MEMBERS	<p>Roles & Responsibilities.</p> <p>Public Footpaths Working Group</p> <p>Members – Cllr. Fisher, Cllr. Taylor, Cllr Wastene y, Kathy Brown and David Green.</p> <p>The LHP Working Group</p> <p>Members – Cllr. Taylor and Cllr. Mead.</p> <p>Planning and Liaison</p> <p>Members – Cllr. Mead and Cllr. Coney.</p> <p>Millennium Green Trust representative.</p> <p>Member – Cllr. Wastene y.</p> <p>CALC (Colchester Association of Local Councils) representative.</p> <p>Member – Cllr. Coney.</p> <p>Telephone Book Exchange.</p> <p>Members – Cllr. Wastene y, Cllr. Lata arche and Kathy Brown.</p> <p>Defibrillator Monthly Inspection.</p> <p>Members – Cllr. Fisher and Cllr. Wastene y.</p> <p>Proposed by Cllr. Taylor, seconded by Cllr. Mead; all in favour, resolution passed.</p>
21/096	ALL MEMBERS	<p>Annual Meeting Closed.</p> <p>Meeting closed at 8.22pm</p>