

**Minutes of the Wakes Colne Parish Council Annual Meeting held on
Wednesday 4th May 2022 at 7.15pm in Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. M. Taylor

Present: Cllr. E. Coney, Cllr. J. Fisher, Cllr. S. Latarche, Cllr. F. Mead and Cllr. H. Wastenev

Parish Clerk: Mrs D. Jacob

	PRESENTER	SUBJECT
22/083	All Members	To elect the Chairman. Cllr. Taylor was elected Chairman, to be known as Chairwoman. Proposed by Cllr. Latarche, seconded by Cllr. Fisher; all in favour, resolution passed. Chairman's Declaration of Office. Signed by Cllr. Taylor.
22/084	All Members	To elect the Vice-Chairman. Cllr. Mead was elected Vice-Chairman. Proposed by Cllr. Taylor, seconded by Cllr. Wastenev; all in favour, resolution passed. Vice-Chairman's Declaration of Office Signed by Cllr. Mead.
22/085	All Members	Check Members' Register of Interests. Members reviewed their declaration of interests and confirmed all are up to date.
22/086	All Members	Declaration of Acceptance of Office. Confirmed all members have signed the acceptance of office form.
22/087	All Members	Consent form to receive the Council Summons and agenda electronically. Confirmed all members have signed the model consent form.
22/088	All Members	Bank Signatories. Confirmed and agreed signatories for the Parish Council Bank Accounts. Cllr. Fisher, Cllr. Taylor, Cllr. Wastenev and Cllr Mead to remain as previously. Proposed by Cllr. Taylor, seconded by Cllr. Mead; all in favour, resolution passed.
22/089	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) The Colne-Stour Countryside Association Agreed membership renewal of above. Proposed by Cllr. Latarche, seconded by Cllr. Coney; all in favour, resolution passed. Item 2. To elect a representative to attend CALC meetings. Cllr. Coney was elected as a representative to attend CALC meetings. Proposed by Cllr. Taylor, seconded by Cllr. Fisher; all in favour, resolution passed.
22/090	All Members	To re-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

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Signed.....
Chairwoman of the Parish Council

Date: 6th July 2022

		<p>7. Community Emergency Plan (Sent to Colchester Borough Council)</p> <p>8. Community Engagement Policy</p> <p>9. Complaints Procedure</p> <p>10. Co-Option Policy</p> <p>11. Council as a Corporate Body</p> <p>12. Crime and Disorder Policy</p> <p>13. Dignity at Work/Bullying and Harassment Policy</p> <p>14. Disciplinary Policy</p> <p>15. Equality and Diversity Policy</p> <p>16. Financial Regulations</p> <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>Covid 19 risk assessment and Facebook policy also readopted subject to revision. Other policies to have further scrutiny.</p> <p>Proposed by Cllr. Taylor, seconded by Cllr. Fisher; all in favour, resolution passed.</p>
22/091	All Members	<p>General Power of Competence</p> <p>To confirm and adopt the proposal that Wakes Colne Parish Council no longer meets the requirements to become a Parish Council with 'General Power of Competence', as only one Councillor is elected, the other 5 Councillors are co-opted.</p> <p>Proposed by Cllr. Taylor, seconded by Cllr. Mead; all in favour, resolution passed.</p>
22/092	All Members	<p>Personnel Committee.</p> <p>To elect Personnel Committee and Personnel Committee Chairman.</p> <p>To confirm members – Cllr. Fisher (Chairman), Cllr. Latache, and Cllr. Wastenev</p> <p>Proposed by Cllr. Coney, seconded by Cllr. Mead; all in favour, resolution passed.</p>
22/093	All Members	<p>Review and confirm arrangements for Insurance Cover 2022/23.</p> <p>To confirm Insurance cover is in place from BHIB Ltd (Aviva) 3-year long-term cover see previous minute number 21/093, as a 3-year long term agreement was taken out, Cllr Latache to check and confirm insurance cover is adequate.</p> <p>Proposed by Cllr. Coney, seconded by Cllr. Wastenev; all in favour, resolution passed.</p>
22/094	All Members	<p>Responsible Financial Officer</p> <p>Confirmation of the Parish Clerk to act as Responsible Financial Officer to the Council.</p> <p>Proposed by Cllr. Taylor, seconded by Cllr. Wastenev; all in favour, resolution passed.</p>

22/095	All Members	<p>Roles & Responsibilities.</p> <p>Public Footpaths Working Group. Members – Cllr. Fisher, Cllr. Taylor, Cllr. Wastenev, Kathy Brown and David Green</p> <p>The LHP (Local Highway Panel) Working Group. Members – Cllr. Taylor (no meetings taken place, to be taken off future agendas, no longer required). Proposed by Cllr. Taylor, seconded by Cllr. Latache; all in favour, resolution passed.</p> <p>Planning and Liaison representative. Member – Cllr. Mead</p> <p>Millennium Green Trust representative. Member – Cllr. Wastenev</p> <p>CALC (Colchester Association of Local Councils) representative. Member – Cllr. Coney</p> <p>Telephone Book Exchanges. Member – Cllr. Wastenev, Kathy Brown and Cllr. Latache</p> <p>Defibrillator Quarterly Inspection. Member – Cllr. Wastenev and Cllr. Fisher</p> <p>Flood Barrier Team Coordinator. Member – Cllr. Mead</p> <p>Village Hall representative. Member – Cllr. Taylor</p> <p>Social Media/Facebook. Member – Cllr. Latache Proposed by Cllr. Fisher, seconded by Cllr. Wastenev; all in favour, resolution passed.</p>
22/096	All Members	Annual Meeting Closed at 8.20pm.