

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 9<sup>th</sup> MAY 2018  
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30 pm.**

**PRESENT:** Cllr Chris Draper Chairman  
Cllr Mrs P Huntley-Chipper Vice-Chairman  
Cllr Mrs Yvonne Forrest  
Cllr Mrs Karen Draper  
Cllr Trevor Bowley  
Cllr Carol Cook  
Cllr Jonathon Cook  
Cllr Len Lovatt  
Mr Chris Fribbins Parish Clerk

In attendance 4 members of the public

- 1 **1657 To elect the Chairman of the council and to receive the Chairman's Declaration of Office.**  
Cllr Chis Draper, Proposed Cllr Forrest, Seconded Cllr Lovatt. Cllr J Cook, Nominated Cllr C Cook (not seconded) no further nominations – AGREED. The Declaration of Acceptance of Office needs to be signed after the meeting.
- 2 **1658 To elect the Vice-Chairman of the council and the receive the Vice-Chairman's Declaration of Office.**  
Cllr P Huntley-Chipper, Proposed Cllr K Draper, Seconded Cllr Y Forrest, no further nominations – AGREED. The Declaration of Acceptance of Office needs to be signed after the meeting.
- 3 **1659 To receive apologies for absence**  
None
- 4 **1660 To receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda and following the Allhallows Parish Council Code of Conduct and Notification of Recording if applicable.**  
Cllr K Draper reported that she is recording the meeting.
- 5 **1661 To receive and consider any dispensation requests from member's with DPI's in relation to the agenda.**  
None
- 6 **1662 To confirm the accuracy of the minutes of the meeting of 9<sup>th</sup> May 2017**  
Proposed Cllr. Forrest, Seconded Vice Chair – AGREED.
- 7 **1663 To note Gifts & Hospitality declarations**  
None
- 8 **1664 To review and adoption of Standing Orders and Financial Regulations (updated) – circulated**  
Standing Orders and Financial Regulations to be reviewed, suggested change to expenditure authorisation limits to be reviewed. Agreed to NOTE, proposed to keep under review by Finance and General Purposes Committee with recommendations to the council for decision.
- 9 **1665 To review delegation arrangements to committees, sub committees, staff and local authorities (where appropriate)**  
No changes. Noted.
- 10 **1666 To review Committee Structures and to appoint members to serve on the under mentioned Committees:**  
**The Youth Committee is the only committee with delegated powers in relation to**

**the operation of the Youth Club. Other Advisory Committees may be established as required (with no decision making powers)**

- a) Personnel Advisory Committee – Terms of Reference had been reviewed, no changes. Agreed to NOTE, proposed to keep under review by Finance and General Purposes Committee. Cllrs K Draper, Forrest, Vice Chair, Chair (ex-officio)
  - b) Finance Advisory Committee. Terms of reference had been reviewed, no changes. Agreed to NOTE, proposed to keep under review by Finance and General Purposes Committee. Cllr Forrest, Cllr K Draper, Cllr Bowley, Chair (ex-officio)
  - c) Youth Committee - Terms of reference had been reviewed, included limited delegated authority in relation to the Youth Club, AGREED no change, NOTED, proposed to keep under review by Finance and General Purposes Committee. All councillors are members. Cllrs K Draper, Cllr C Cook, Cllr Forrest, P Huntley-Chipper, Chair (Ex-officio)
  - d) Grievance, Disciplinary and Appeal Committees (to be constituted as required)
  - e) Others – None proposed.
- 11 1667 To appoint representatives on the under mentioned bodies as required:**
- a) **PACT** (two representatives) – Cllr C Cook, Cllr Forrest
  - b) **Medway Council Rural Liaison Committee** - Cllr K Draper (Substitute Cllr Forrest)
  - c) **Kent Association of Local Council (KALC) Medway area committee** - Cllrs Y Forrest, P Huntley-Chipper
  - d) **Police Liaison** - Cllr T Bowley
  - e) **Village Hall Management Committee** - Cllr Lovatt
  - f) **Cross Park Association** – Cllr P Huntley-Chipper
  - g) **Friends of All Saints Church** - Cllr C Cook  
Proposed Chair, Seconded Cllr K Draper All AGREED
- 12 1668 To agree other member responsibilities**
- a) **Allotments** - Cllr Forrest
  - b) **Recreation ground and playpark** - Cllrs Y Forrest & P Huntley-Chipper.
  - c) **Bourne Leisure Liaison** - Cllr J Cook
  - d) **Allhallows Primary School Liaison** - Cllr C Cook  
ALL Proposed Cllr C Draper, Seconded Cllr Y Forrest AGREED
- 13 1669 To appoint to other posts**  
**Footpaths Officer** – Mr Colin Davis had asked for a replacement for the coming year Cllr Bowley agreed to take over. Thanks be sent to Colin for his work over many years in this role.
- 14 1670 To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.**  
Not appropriate due to number of co-opted councillors.
- 15 1671 Review of inventory of assets and risk assessment**  
List noted, but to be referred to the Finance Advisory Committee for more detailed review. It was noted that there were five benches rather than four – list updated. Risk Assessment had been reviewed at the April meeting, no changes made but review and changes to be recommended.
- 16 1672 Confirmation of arrangements for insurance cover in respect of all insured risks. See renewal notice.**  
Renewal of policy with Zurich approved. Further detailed review to be carried out by Finance Advisory Committee. (Proposed Cllr K Draper, Seconded Cllr C Draper)  
Renewal Agreed.
- 17 1673 Review of the Council’s complaints procedure.**  
No changes proposed
- 18 1674 Review of the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**  
No changes proposed.

**19 1675 Review of the Council's policy for dealing with the press/media.**

No changes proposed

**Social Media Policy** – A draft policy had been circulated. Proposed Cllr K Draper, Seconded Cllr J Cook that the policy be adopted was AGREED.

- 20 1676 Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council** 6:30pm, second Wednesday of each month at Cross Park Pavilion, Avery Way EXCEPT APRIL. Proposed Cllr K Draper, Seconded Cllr J Cook. AGREED. This change means that authority to approve payments in April will be required – Clerk to propose suitable delegation arrangements for approval of payments when the council does not meet in the month for consideration by the council. Proposed Cllr K Draper, Seconded Cllr J Cook AGREED.  
– Up to 11 meetings (A legal minimum of three + Annual Meeting)  
At 07:03pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council