

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON TUESDAY 9th MAY 2017
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 John Luck
Mr Chris Fribbins Parish Clerk

In attendance 2 members of the public

- 1 **To elect the Chairman of the council and to receive the Chairman's Declaration of Office.**
- 1384 Cllr Chis Draper, Proposed Cllr P Huntley-Chipper, Seconded Cllr Y Forrest, no further nominations – AGREED. The Declaration of Office read and signed.
- 2 **To elect the Vice-Chairman of the council and the receive the Vice-Chairman's Declaration of Office.**
- 1385 Cllr Pat Huntley-Chipper, Proposed Cllr K Draper, Seconded Cllr Y Forrest, no further nominations – AGREED. The Declaration of Office read and signed.
- 3 **To receive apologies for absence**
- 1386 Cllrs Mrs Bennett, Mr Bennett (holiday), Cresswell(unwell) - ACCEPTED
- 4 **To receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda and following the Medway Council Code of Conduct.**
- 1387 None
- 5 **To receive and consider any dispensation requests from member's with DPI's in relation to the agenda.**
- 1388 None
- 6 **To confirm the accuracy of the minutes of the meeting of 10th May 2016**
- 1389 Proposed Cllr. J Luck, Seconded Cllr. Y Forrest – AGREED.
- 7 **To note Gifts & Hospitality declarations**
- 1390 None
- 8 **To review and adoption of Standing Orders and Financial Regulations (updated) – circulated**
- 1391 Standing Orders and Financial Regulations had been reviewed, no changes. Agreed to NOTE, proposed to kept under review by Finance and General Purposes Committee.
- 9 **To review delegation arrangements to committees, sub committees, staff and local authorities (where appropriate)**
- 1392 No changes. Proposed Cllr D Bennett, Seconded Cllr A Marsh – AGREED
- 10 **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 Youth Club. Other Advisory Committees may be established as required (with no decision making powers)**
- 1393 a) Personnel Advisory Committee – Terms of Reference had been reviewed, no changes. Agreed to NOTE, proposed to kept under review by Finance and General Purposes Committee. All councillors are members.
b) Finance Advisory Committee. Terms of reference had been reviewed, no changes. Agreed to NOTE, proposed to kept under review by Finance and General Purposes Committee. All councillors are members.

- 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 kept under review by Finance and General Purposes Committee. All councillors are members. Cllr C Draper is Chair, Cllr K Draper Vice Chair.
- d) Grievance, Disciplinary and Appeal Committees (to be constituted as required)
- e) Others – None proposed.
- 11 To appoint representatives on the under mentioned bodies as required:**
- 1394 a) Medway Council Rural Liaison Committee** - Cllr K Draper (Substitute Cllr D Bennett)
- b) Kent Association of Local Council (KALC) Medway area committee** - Cllr Y Forrest, Cllr P Huntley-Chipper
- c) Police Liaison & Neighbourhood Watch committee** - Cllr J Luck (substitute Cllr D Bennett)
- d) Village Hall Management Committee** - Cllr Y Forrest
- e) Cross Park Association** - Cllr J Luck
- f) Friends of All Saints Church** - Cllr S Bennett
- Proposed Cllr C Draper, Seconded Cllr K Draper All AGREED
- 12 To agree other member responsibilities**
- 1395 a) Allotments** - Cllr Y Forrest
- b) Recreation ground and playpark** - Cllr Y Forrest & Cllr P Huntley-Chipper
- c) Bourne Leisure Liaison** - Cllr C Draper
- d) Allhallows Primary School Liaison** - Cllr S Bennett & Cllr D Bennett
- ALL Proposed Cllr C Draper, Seconded Cllr Y Forrest AGREED
- 13 To appoint to other posts**
- 1396 Footpaths Officer** – Mr Colin Davis (Proposed Cllr C Draper, Seconded Cllr Y Forrest) - AGREED
- 14 To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.**
- 1397** No further progress
- 15 Review of inventory of assets and risk assessment**
- 1398** List noted, but to be referred to the Finance Advisory Committee for more detailed review,
- 16 Confirmation of arrangements for insurance cover in respect of all insured risks. See renewal notice.**
- 1399** 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)
- The special relationship with the Allhallows Village Hall as owner and operator of the building on the parish council's land to be minuted and passed to the insurance company to validate the building and contents cover in the policy - AGREED.
- 17 Review of the Council's complaints procedure.**
- 1400** No changes proposed
- 18 Review of the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**
- 1401** No changes proposed.
- 19 Review of the Council's policy for dealing with the press/media.**
- 1402** No changes proposed
- 20 1403 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 (change from 2nd Tuesday) Proposed Cllr C Draper, Seconded Cllr P Huntley-Chipper. AGREED
- AGREED – Up to 12 meetings (A legal minimum of three + Annual Meeting)
- At 07:05pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.