

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON WEDNESDAY 13th MAY 2020
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 Len Lovatt
Cllr Sue Morrice

In attendance Mr Chris Fribbins Parish Clerk
1 members of the public

All councillors have completed acceptance of office forms following the election in May.

- A1 To elect the Chairman of the council and to receive the Chairman's Declaration of Office.**
Cllr Chis Draper, Proposed Cllr Forrest, Seconded Cllr Mrs Draper, no further nominations – AGREED. The Declaration of Acceptance of Office will be signed later.
- A2 To elect the Vice-Chairman of the council and the receive the Vice-Chairman's Declaration of Office.**
Cllr P Huntley-Chipper, Proposed Cllr Mrs Draper, Seconded Chair, no further nominations – AGREED. The Declaration of Acceptance of Office was signed.
- A3 To receive apologies for absence**
Absent – Cllr Cook.
- A4 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 and Cllr Morrice reported that they were recording the meeting.
- A5 To receive and consider any dispensation requests from member's with DPI's in relation to the agenda.** None
- A6 To confirm the accuracy of the minutes of the meeting of 8th May 2019**
Proposed Cllr. Forrest, Seconded Cllr Draper – AGREED.
- A7 To note Gifts & Hospitality declarations** None
- A8 To review and adoption of Standing Orders and Financial Regulations (updated) – circulated**
Standing Orders and Financial Regulations had been amended 2019/20. It might be necessary to accommodate remote meetings, currently operating on government regulations.
- A9 To review delegation arrangements to committees, sub committees, staff and local authorities (where appropriate)**
No changes. Noted.
- A10 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.

AGREED TO NOTE (No Change)

A11 To appoint representatives on the under mentioned bodies as required:

- a) **PACT** (two representatives) – Cllr Morrice, Cllr Cook AGREED
- b) **Medway Council Rural Liaison Committee** - Cllr K Draper (Substitute Cllr Forrest) AGREED
- c) **Kent Association of Local Council (KALC) Medway area committee** - Cllrs Cook and Morrice AGREED
- d) **Police Liaison** - Cllr T Bowley AGREED
- e) **Village Hall Management Committee** - Cllr Lovatt AGREED
- f) **Cross Park Association** – Cllr P Huntley-Chipper (now a separate Charity) AGREED
- g) **Allhallows Fete Committee** – Cllr Forrest AGREED
- h) **Friends of All Saints Church** – Cllr Forrest AGREED

Proposed Chair, Seconded Cllr K Draper

A12 To agree other member responsibilities

- a) **Allotments** - Cllr Forrest
- b) **Recreation ground and playpark** - Cllrs Forrest & Huntley-Chipper AGREED
- c) **Bourne Leisure Liaison** – Chair AGREED
- d) **Turners Group (Allhallows Park/Kingsmead)** – Chair AGREED
- e) **Allhallows Primary School Liaison** – Chair AGREED

ALL Proposed Cllr C Draper, Seconded Cllr Y Forrest

A13 To appoint to other posts

Footpaths Officer – Cllr Bowley **AGREED**

A14 To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future. No action at present AGREED

A15 Review of inventory of assets and risk assessment

Have been circulated.

A16 Confirmation of arrangements for insurance cover in respect of all insured risks. See renewal notice. Circulated for comment before adoption June meeting.

A17 Review of the Council's complaints procedure.

No changes proposed but need to review.

A18 Review of the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998/GDPR No change Proposed Chair, Seconded Cllr Forrest – AGREED.

A19 Review of the Council's policy for dealing with the press/media.

No changes proposed, but further review may be necessary during the year - AGREED

Social Media Policy – Noted – Further review may be necessary during the year.

A20 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 or Online (ZOOM) as applicable - Proposed Cllr Forrest, Seconded Cllr K Draper AGREED.

At 07:10pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council