

WICKHAM ST PAULS PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 28th MAY 2024, AT 7.15pm.

In the Chair: Cllr. M. Cooper
Present Cllrs. Cllr. J. Barlow, Cllr. C. Groom, Cllr. P. Snazell and Cllr. P. Shipperley
Clerk: Mrs D. Jacob

24/039 To elect the Chairman.

Martin Cooper elected as Chairman – declaration of office signed.
Proposed by Cllr. Barlow, seconded by Cllr. Groom, all in favour resolution passed.

24/040 To elect the Vice-Chair.

Catherine Groom elected as Vice-Chair – declaration of office signed.
Proposed by Cllr. Barlow, seconded by Cllr. Snazell, all in favour, resolution passed.

24/041 Co-option.

No candidates present so to continue to advertise the one Cllr vacancy.

24/042 Declaration of Acceptance of Office.

Confirmed that all Councillors have signed the declaration of acceptance of office.

24/043 Check Members Register of Interests.

All Councillors confirmed that their declaration of interest's forms held at BDC are current and up to date.

24/044 Consent form to receive the Council Summons and agenda electronically.

Confirmed all members have signed the forms.

24/045 Bank Signatories.

Confirmed four signatories for the Parish Council Bank Accounts. Cllr Cooper, Cllr Barlow, Cllr Groom and Cllr Snazell.

24/046 To review membership and agree renewal of the following bodies: -

EALC (Essex Association of Local Councils) Renewal agreed for 2024.
NALC (National Association of Local Councils) Renewal agreed for 2024.
BALC (Braintree Association of Local Councils) Not to renew membership.
The Colne-Stour Countryside Association. Not to renew membership.
Proposed by Cllr. Cooper, seconded by Cllr. Groom, all in favour, resolution passed.

24/047 General Power of Competence.

It was confirmed that Wickham St Pauls Parish Council does meet the requirements to become a Parish Council with 'General Power of Competence' as it has four elected Cllrs and a qualified Parish Clerk.
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

24/048 Review and confirm arrangements for Insurance Cover 2024/2025.

Confirmed that the insurance cover is in place until 1st June 2027 as a 3-year long term contract has been taken out with Zurich.
Proposed by Cllr. Barlow, seconded by Cllr. Snazell, all in favour, resolution passed.

24/049 Personnel Committee.

To elect Personnel Committee and Personnel Committee Chairman.
(Cllr. M. Cooper, Cllr. C. Groom and Cllr. Barlow as Chairman).
Proposed by Cllr. Groom, seconded by Cllr. Snazell, all in favour, resolution passed.

24/050 Parish Clerk & Responsible Financial Officer.

Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.
Proposed by Cllr. Cooper, seconded by Cllr. Barlow all in favour, resolution passed.

Signed (Chairman).....

31st July 2024

24/051 Working Groups. To confirm working groups.

Play Area Working Group

Confirmed Members – Cllr. Cooper

Cllr Cooper elected to check equipment, benches and bus shelters, assets monthly checks required. Signed, and dated tick list required for insurance purposes to be handed to the Clerk at Parish Council meetings.

Budget Working Group Confirmed Members –Cllr. Cooper and Cllr. Groom

Footpaths Working Group (to liaise with Public Rights of Way) Confirmed Cllr. Snazell

Defibrillator Monthly Inspections, to be sent to Webnos. Confirmed Cllr. Snazell

Look Out Magazine Editor /write up confirmed Cllr. Snazell

Wickham St Pauls Consolidated Trust – Representatives and Trustees of the Trust are at present Cllr Cooper, Cllr Groom and one member of the public.

Look out Magazine

Editor/Write Up representative for the Parish Council, Cllr. Snazell

Proposed by Cllr. Groom, seconded by Cllr. Barlow, all in favour, resolution passed.

24/052 To re-adopt Council Documents/Policies.

- A. Accessibility Statement
- B. Action Plan
- C. Anti-Fraud & Corruption
- D. Code of Conduct (New Revised version from BDC)
- E. Co-Option Policy
- F. Complaints Procedure
- G. Community Emergency Plan (Not published, copy sent to BDC)
- H. Community Engagement Policy
- I. Crime & Disorder
- J. Dignity at Work/Bullying and Harassment Policy
- K. Disciplinary Policy
- L. Equality and Diversity Policy
- M. Financial Regulations (New revised version from NALC)
- N. Firework Risk Assessment
- O. Freedom of Information Policy
- P. General Data Protection Policy
- Q. Grant Policy
- R. Grievance Policy
- S. Health & Safety Policy Statement
- T. Privacy Statement
- U. Public Participation
- V. Risk Assessment for Covid – Village Hall
- W. Risk Assessment for Covid – Recreational Equipment
- X. Risk Assessment for Litter Picking
- Y. Standing Orders
- Z. Strategic Risk Register
- AA. Terms of Reference for Personnel Committee
- BB. Training & Development Policy
- CC. Training Record
- DD. Publication Scheme

Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

24/053 Annual Meeting Closed at 7.50pm

Signed (Chairman).....

31st July 2024