



## ST OSYTH PARISH COUNCIL

Minutes of the Annual General Meeting  
held in the Village Hall, St Osyth  
on Thursday 19<sup>th</sup> May 2016 at 7.15 pm



**PRESENT:** Chairman: Cllr. Sonia Grantham, Cllrs John Kemp, Alma Blockley, David Cooper, Ray French, Mandy Kelly, Colleen Peverell, Michael Talbot, Michele Thomas, Julie Ward & John White

Martin Walsh (Responsible Financial Officer (RFO))

**APOLOGIES:** Cllr. Jean Smith (Illness)  
Cllr. Tony Smith (Personal)

**MINUTES:** Neil Williams

**PUBLIC PRESENT:** Two

### **AGM-16-001 ELECTION OF THE CHAIRMAN OF THE COUNCIL:**

The Clerk called for nominations. Cllr. Talbot moved that Cllr. Grantham remain as the Chairman of the Council, thanking her on behalf of the Council for her work throughout the previous year. The nomination was seconded by Cllr. Kelly. Members unanimously agreed that Cllr. Grantham be elected Parish Council Chairman for 2016/2017. Cllr. Grantham accepted the post and duly signed the Declaration of Acceptance of Office.

**RESOLVED:** That Cllr. Sonia Grantham be elected Chairman of the Parish Council for 2016/2017.

### **AGM-16-002 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL:**

The Chairman called for nominations for Vice-Chairman. Cllr. Ward moved that Cllr. Kemp retain the appointment of Vice-Chairman of the Council, the nomination being seconded by Cllr. Peverell. Members unanimously agreed that Cllr. Kemp be elected Vice-Chairman of the Parish Council for 2016/2017. Cllr. Kemp accepted the post and duly signed the Declaration of Acceptance of Office.

**RESOLVED:** That Cllr. John Kemp be elected Vice-Chairman of the Parish Council for 2016/2017.

### **AGM -16-003 MEMBERS DECLARATION OF INTEREST:**

The Chairman advised Councillors, that under Section 31 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, they had a responsibility to declare any Pecuniary or Non-Pecuniary Interests in any matter to be discussed.

Cllr. Peverell declared a personal interest in respect of St Osyth Priory.

### **AGM-16-004 MINUTES:**

The minutes of the Annual General Meeting of 21<sup>st</sup> May 2015, having already been signed by the Chairman as a true and accurate record on 18<sup>th</sup> June 2015, under reference **G-15-033** were noted.

**AGM-16-005 STATUTORY COMMITTEES, WORKING PARTIES AND REPRESENTATIVES:**

<b>Membership of Council Committees</b>	
<b>Ordinary Council Meetings (&amp; Planning)</b>	All Councillors
<b>Cemetery Committee</b>	Cllr's J Smith, Blockley, Kelly, Peverell, Thomas & Ward
<b>Finance Committee</b>	Cllr's Grantham, Kemp, Cooper, French, T Smith, Talbot & White
<b>Personnel Committee</b>	Cllr's Grantham, Kemp, Blockley, Cooper & Thomas
<b>Working Parties</b>	
<b>Blooms in St. Osyth</b>	Cllr's Grantham, Blockley & Ward
<b>Highways Working Party</b>	Cllr's Grantham, Kemp, Blockley, Cooper & French
<b>Martins Farm</b>	Cllr. Grantham
<b>Playground, Youth &amp; Open Spaces</b>	Cllr's Grantham, Kelly, J Smith, T Smith, Thomas & Ward
<b>Youth Forum</b>	Cllr. Grantham & Clerk
<b>Council Representatives</b>	
<b>Footpaths</b>	Cllr. Peverell
<b>Tending District Association of Local Councils (TDALC)</b>	Cllr. M Talbot
<b>Essex Association of Local Councils</b>	Cllr. M Talbot (District via TDALC)
<b>Parish Web Site Advisers</b>	Cllr. M Talbot
<b>Planters &amp; Bins</b>	Cllr. Ward
<b>Police Crime Statistics</b>	Cllr's Cooper (St Osyth) & Kelly (Point Clear)
<b>Tree Warden</b>	Cllr. French
<b>Nominative Trusteeships / Representatives</b>	
<b>Almshouses</b>	Cllr. White
<b>Bradwell Power Station</b>	Cllr. White
<b>Colne Estuary Partnership</b>	Cllr. T Smith
<b>Playing Field Charity</b>	Cllr. J Smith
<b>Point Clear Community Association</b>	Cllr. Blockley
<b>Village Hall</b>	Cllr. Kemp

**AGM-16-006 PAYMENT OF ANNUAL SUBSCRIPTIONS AND MEMBERSHIPS:**  
**RESOLVED:** That the list of annual subscriptions and memberships, as circulated, be approved. All agreed.

**AGM-16-007 PAYMENT OF COUNCILLOR'S ALLOWANCES:**  
**RESOLVED:** That the public notification of Councillors allowances, as circulated, be approved. All agreed.

**AGM-16-008 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS, FINANCIAL RISK ASSESSMENT AND INSURANCE POLICY:**

It was agreed that with the exception of the review of the Insurance Policy, which would be discussed during the Ordinary meeting of the Council, these items be referred to the Finance Committee for review, at its meeting scheduled for 27<sup>th</sup> July 2016. All agreed.

**AGM-16-009 REVIEW OF PARISH COUNCIL DEEDS:**

The Clerk informed the Council that having recently been audited, the Deeds were available for inspection, should any Councillor wish to do so.

**AGM-16-010 APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER AND INDEPENDENT INTERNAL AUDITOR:**

The Chairman informed the Council of the requirement to appoint a Responsible Financial Officer and Independent Internal Auditor.

**RESOLVED:** That Mr Martin Walsh be appointed as the Responsible Financial Officer and that Heather Heelis, Heelis & Lodge, be appointed as the Independent Internal Auditor. This was proposed by Cllr. French and seconded by Cllr. Kelly. All agreed.

The business of the Annual Meeting was concluded at 7.28 pm.

The Ordinary Meeting of the Parish Council followed.

Signature: *[Signed on Original]*  
SW Grantham  
Chairman