



## ST OSYTH PARISH COUNCIL

Minutes of the Annual General Meeting  
held in the Village Hall, St Osyth  
on Thursday 18<sup>th</sup> May 2017 at 7.15 pm



**PRESENT:** Chairman: Cllr. Sonia Grantham, Vice-Chairman: Cllr. John Kemp  
Cllrs Alma Blockley, David Cooper, Ray French, Mandy Kelly,  
Jean Smith, Michael Talbot, Michele Thomas & Julie Ward

Martin Walsh (Responsible Financial Officer (RFO))

**APOLOGIES:** Cllr. Colleen Peverell (Illness)  
Cllr. Tony Smith (Holiday)  
Cllr. John White (Prior Engagement)

**MINUTES:** Neil Williams

**PUBLIC PRESENT:** None

### **AGM-17-001 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 2017/2018. 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 2017/2018.

### **AGM-17-002 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL:**

The Chairman called for nominations for Vice-Chairman. Cllr. Cooper moved that Cllr. Kemp retain the appointment of Vice-Chairman of the Council, the nomination being seconded by Cllr. French. Members unanimously agreed that Cllr. Kemp be elected Vice-Chairman of the Parish Council for 2017/2018. 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 2017/2018.

### **AGM -17-003 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.

### **AGM -17-004 ST PRIORY COSTS CLAIM:**

At the request of the Chairman the RFO gave Councillors an overview of the costs claim, informing all present that the Sargeant family had accepted a settlement figure of £25,210.87. The RFO then concentrated on the issue of the interest and VAT, which the Sargeant family were seeking to reclaim, during which he [the RFO] briefed the Council on his recent conversation with HMRC in respect of VAT.

The Chairman informed the Council that having accepted the settlement figure as briefed by the RFO, the Sargeant family were still seeking to recover legal costs in the region of £21,000.00. The Chairman gave Councillors an overview as to how the High Court Assessment scheduled for 7<sup>th</sup> and 8<sup>th</sup> June would progress.

**RESOLVED:** That in addition to the settlement figure of £25,210.87, St Osyth Parish Council pay the VAT and interest applicable to the final settlement figure in respect of the costs claim, but proceed with the challenge of legal costs of £21,353.07, at the High Court Assessment. The motion was proposed by Cllr. Cooper and seconded by Cllr. Smith. With the exception of Cllr. Talbot, all agreed.

The RFO departed the meeting at 7.45 pm.

**AGM-17-005 MINUTES:**

The minutes of the Annual General Meeting of 19<sup>th</sup> May 2016, having already been signed by the Chairman as a true and accurate record on 16<sup>th</sup> June 2016, under reference **G-16-044 a**, were noted.

**AGM-17-006 STATUTORY COMMITTEES, WORKING PARTIES & REPRESENTATIVES:**

<b>Membership of Council Committees</b>	
<b>Ordinary / Planning Meetings</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, French, Kelly, J Smith, T Smith & Ward
<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 & Cllr. Cooper
<b>Bradwell Power Station</b>	Cllr. White
<b>Playing Field Charity</b>	Cllr. Thomas
<b>Point Clear Community Association</b>	Cllr. Blockley
<b>Village Hall</b>	Cllr. Kemp

**AGM-17-007 PAYMENT OF ANNUAL SUBSCRIPTIONS AND MEMBERSHIPS:**

**RESOLVED:** That the list of annual subscriptions and memberships, as circulated, be approved. All agreed.

**AGM-17-008 PAYMENT OF COUNCILLOR'S ALLOWANCES:**

**RESOLVED:** That the public notification of Councillors allowances, as circulated, be approved. All agreed.

**AGM-17-009 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS, FINANCIAL RISK ASSESSMENT AND INSURANCE POLICY:**

It was agreed that these items be referred to the Finance Committee for review, at its meeting scheduled for 12<sup>th</sup> July 2017. All agreed.

**AGM-17-010 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-17-011 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. Cooper and seconded by Cllr. Kemp. All agreed.

The business of the Annual Meeting was concluded at 7.55 pm.

The Ordinary Meeting of the Parish Council followed.

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