



## ST OSYTH PARISH COUNCIL



Minutes of the Annual General Meeting  
held at the Village Hall, St Osyth  
on Thursday 20<sup>th</sup> May 2021 at 7.00 pm

**PRESENT:** Chairman: Cllr. Sonia Grantham, Vice-Chairman: Cllr. Alma Blockley  
Cllr's David Cooper, Ray French, Mandy Kelly, John Lockwood,  
Pat Quy, Karen Sinclair, Michael Talbot, Michele Thomas,  
Julie Ward & John White

**MINUTES:** Neil Williams

**PUBLIC PRESENT:** Three

### **AGM-21-001 ELECTION OF THE CHAIRMAN OF THE COUNCIL:**

The Clerk called for nominations. Cllr. Ward moved that Cllr. Grantham remain as the Chairman of the Council. The nomination was seconded by Cllr. Thomas. Members unanimously agreed that Cllr. Grantham be elected Parish Council Chairman for 2021/2022. 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 2021/2022.

### **AGM-21-002 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL:**

The Chairman called for nominations for the appointment of Vice-Chairman. Cllr. Thomas moved that Cllr. Blockley remain as the Vice-Chairman of the Council, the nomination being seconded by Cllr. French. Members unanimously agreed that Cllr. Blockley be elected Vice-Chairman of the Parish Council for 2021/2022. Cllr. Blockley accepted the post and duly signed the Declaration of Acceptance of Office.

**RESOLVED:** That Cllr. Alma Blockley be elected Vice-Chairman of the Parish Council for 2021/2022.

### **AGM-21-003 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-21-004 MINUTES:**

The minutes of the Annual General Meeting of 16<sup>th</sup> May 2019, having already been signed by the Chairman as a true and accurate record on 20<sup>th</sup> June 2019, under reference **OM-19-049**, were noted.

### **AGM-21-005 STATUTORY COMMITTEES, WORKING PARTIES & NOMINATED REPRESENTATIVES:**

The list of Committee and Working Party membership, and Council representatives to other organisations having been circulated prior to the meeting, the Chairman enquired as to whether any Councillors wished to change their membership or appointments as nominated representatives. All Councillors confirmed that they were happy to remain as per the circulated list.

**RESOLVED:** That membership of Statutory Committees, Working Parties and appointments as Nominated Representatives remain extant. The motion was proposed by Cllr. Talbot and seconded by Cllr. Cooper. All agreed.

<b>Membership of Council Committees</b>	
<b>Ordinary / Planning Meetings</b>	All Councillors
<b>Cemetery Committee</b>	Cllr's Sinclair, Blockley, Kelly, Thomas & Ward
<b>Finance Committee</b>	Cllr's Grantham, Cooper, French, Lockwood, Quy, Talbot & White
<b>Personnel Committee</b>	Cllr's Grantham, 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, Blockley, Cooper, French, Lockwood & Quy
<b>Martins Farm</b>	Cllr. Grantham & Clerk
<b>Playground, Youth &amp; Open Spaces</b>	Cllr's Ward, French, Grantham, Kelly & Sinclair
<b>Council Representatives</b>	
<b>Benches &amp; Litter Bins</b>	tbc
<b>Community Speed Watch</b>	Cllr's Cooper & French
<b>Footpaths</b>	Cllr. Quy
<b>Tending District Association of Local Councils</b>	Cllr. Talbot
<b>Essex Association of Local Councils</b>	Cllr. Talbot (District via TDALC)
<b>Parish Website Advisor</b>	Cllr. Lockwood
<b>Police Crime Statistics</b>	Cllr's Cooper (St Osyth) & Kelly (Point Clear)
<b>Tree Warden</b>	Cllr. French
<b>Village Planters</b>	Cllr. Ward
<b>Nominative Trusteeships / Representatives</b>	
<b>Almshouses</b>	Cllr's Sinclair & 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. Thomas
<b>St Osyth Priory &amp; Parish Trust</b>	Cllr. Grantham

**AGM-21-006 PAYMENT OF ANNUAL SUBSCRIPTIONS AND MEMBERSHIPS:**

**RESOLVED:** That the list of annual subscriptions and memberships, as circulated, be approved. The motion was proposed by Cllr. Sinclair and seconded by Cllr. Quy. All agreed.

**AGM-21-007 PAYMENT OF COUNCILLOR'S ALLOWANCES:**

**RESOLVED:** That the public notification of Councillors allowances, as circulated, be approved. The motion was proposed by Cllr. Lockwood and seconded by Cllr. Kelly. All agreed.

**AGM-21-008 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND FINANCIAL RISK ASSESSMENT:**

**RESOLVED:** That Standing Orders, Financial Regulations and the Financial Risk Assessment be referred to the Finance Committee for review, at the meeting scheduled for 9<sup>th</sup> June 2021. The motion was proposed by Cllr. Blockley and seconded by Cllr. Ward. All agreed.

**AGM-21-009 REVIEW OF INSURANCE POLICY:**

The Clerk reminded the Council that the Insurance Policy was extant for a further 2 years, the Council having agreed to a 3-year term. The Clerk added that all documents were stored electronically and that he could forward relevant documentation to Councillors if requested. The Clerk confirmed that, he had, together with the RFO, reviewed the policy and both were satisfied that the policy met the requirements of the Parish Council.

**RESOLVED:** That the Council agree the recommendation of the Clerk and RFO to continue with the existing Insurance Policy. The motion was proposed by Cllr. White and seconded by Cllr. French. All agreed.

**AGM-21-010 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-21-011 APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER AND INDEPENDENT INTERNAL AUDITOR:**

The Chairman informed the Council of the statutory 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. Sinclair and seconded by Cllr. Thomas. All agreed.

The business of the Annual General Meeting was concluded at 7.15 pm.

The Ordinary Meeting of the Parish Council followed.

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