

**Minutes of the Annual Meeting of Wakes Colne Parish Council held on  
Wednesday 8<sup>th</sup> May 2019 at 7.00pm in Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. S. Scrase  
 Present: Cllrs: Cllr. M. Bowden, Cllr. K. Brown, Cllr. M. Taylor  
 Clerk: Mrs D. Jacob  
 One member of the public present.

	PRESENTER	SUBJECT								
19/083	ALL MEMBERS	<b>To elect the Chairman.</b> Cllr. S. Scrase was elected Chairman. Proposed by Cllr. M. Bowden, seconded by Cllr. K. Brown, all in favour, resolution passed.								
19/084	ALL MEMBERS	<b>Chairman's Declaration of Office.</b> Signed by Cllr. S. Scrase.								
19/085	ALL MEMBERS	<b>To elect the Vice-Chairman.</b> Cllr. K. Brown was elected Vice-Chairman. Proposed by Cllr. M. Bowden, seconded by Cllr. M. Taylor, all in favour, resolution passed.								
19/086	ALL MEMBERS	<b>Vice-Chairman's Declaration of Office.</b> Signed by Cllr. K. Brown.								
19/087	ALL MEMBERS	<b>Check Members' Register of Interests.</b> Members reviewed their declaration of interests and confirmed all are up to date.								
19/088	ALL MEMBERS	<b>Declaration of Acceptance of Office.</b> Confirmed all members have signed the acceptance of office form.								
19/089	ALL MEMBERS	<b>Consent Form to Receive the Council Summons and Agenda Electronically.</b> Confirmed all members have signed the model consent form.								
19/090	ALL MEMBERS	<b>Bank Signatories.</b> Confirmed and agreed three signatories for the Parish Council Barclays Bank Accounts. Cllr. M. Bowden, Cllr. K. Brown, Cllr. S. Scrase to remain as previously. Proposed by Cllr. M. Taylor, seconded by Cllr. K. Brown, all in favour, resolution passed.								
19/091	ALL MEMBERS	<p><b>ITEM 1. To Review Membership and Agree Renewal of the Following Bodies: -</b></p> <table border="1" style="margin-left: 40px;"> <tbody> <tr> <td>EALC (Essex Association of Local Councils)</td> <td style="text-align: right;">132.99</td> </tr> <tr> <td>NALC (National Association of Local Councils)</td> <td style="text-align: right;">29.29</td> </tr> <tr> <td>CALC (Colchester Association of Local Councils)</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>SLCC (Society of Local Council Clerks)</td> <td style="text-align: right;">106.00</td> </tr> </tbody> </table> <p>Agreed membership renewal of above.</p> <p><b>ITEM 2.</b> Cllr. S. Scrase elected as a representative to attend CALC meetings. Proposed by Cllr. M. Bowden, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>	EALC (Essex Association of Local Councils)	132.99	NALC (National Association of Local Councils)	29.29	CALC (Colchester Association of Local Councils)	35.00	SLCC (Society of Local Council Clerks)	106.00
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19/092	ALL MEMBERS	<b>To adopt Council Documents/Policies.</b> Action Plan Business Plan (In progress deferred until June Meeting) Anti-Fraud and Corruption Policy Biodiversity Code of Conduct Community Emergency Plan (In progress deferred until June Meeting) Community Engagement Policy Complaints Procedure Co-option Policy Council as a Corporate Body Crime and Disorder Policy Dignity at Work/Bullying and Harassment Policy Equality and Diversity Policy								

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 Signed.....  
**Chairman of the Parish Council**

**Date: 5<sup>th</sup> June 2019**

		<p>Financial Regulations</p> <p>Freedom of Information Publication Scheme</p> <p>General Data Protection Regulation Policy</p> <p>Grant Funding Policy</p> <p>Health and Safety Policy Statement</p> <p>Leadership in Planning for the Future of the Community</p> <p>Local Government Pension Scheme Discretions Policy</p> <p>Public Participation Policy</p> <p>Recording and Use of Social Media</p> <p>Risk Assessment for Clearance of Footpaths In Wakes Colne</p> <p>Risk Assessment for Generic Public Rights of Way In Wakes Colne</p> <p>Risk Assessment for Litter Picking in Wakes Colne</p> <p>Standing Orders</p> <p>Strategic Risk Register</p> <p>Terms of Reference for Personnel Committee</p> <p>Training Policy</p> <p>Training Record</p> <p>Value for Money</p> <p>VDU Workstation Checklist</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. M. Bowden, all in favour, resolution passed.</p>
19/093	ALL MEMBERS	<p><b>General Power of Competence.</b></p> <p>Confirmed and adopted the proposal that Wakes Colne Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'.</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. M. Bowden, all in favour, resolution passed.</p>
19/094	ALL MEMBERS	<p><b>Personnel Committee.</b></p> <p><b>Item 1.</b> Personnel Committee and Personnel Committee Chairman. Confirmed members as Cllr. M. Bowden, Cllr. S. Scrase, Cllr. M. Taylor. Chairman elected as Cllr. M. Bowden.</p> <p><b>Item 2.</b> Terms of Reference for Personnel Committee adopted. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
19/095	ALL MEMBERS	<p><b>Review and Confirm Arrangements for Insurance Cover 2019.</b></p> <p>Confirmed insurance cover is in place with Came &amp; Company for 2019.</p> <p>Proposed by Cllr. M. Bowden, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
19/096	ALL MEMBERS	<p><b>Responsible Financial Officer.</b></p> <p>Clerk to act as Responsible Financial Officer to the Council.</p> <p>Proposed by Cllr. M. Bowden, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p>
19/097	ALL MEMBERS	<p><b>Millennium Green Representative.</b></p> <p>Cllr. M. Taylor elected as a representative to attend Millennium Green Meetings.</p> <p>Proposed by Cllr. M. Bowden, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
19/098	ALL MEMBERS	<p><b>Working Groups.</b></p> <p><b>To confirm working groups.</b></p> <p><b>Public Footpaths Working Group</b> Members – Kathy Brown, Maggie Bowden, Stephen Scrase, Monica Taylor and 1 member of the public, David Green.</p> <p><b>The LHP Working Group</b> Members - Monica Taylor and 1 member of the public, Aaron Dixey.</p> <p><b>Planning and Liaison</b> Member - Stephen Scrase</p> <p><b>Superfast Broadband Working Group</b> Member – Kathy Brown, Howard Walkden</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. M. Bowden, all in favour, resolution passed.</p>
19/099	ALL MEMBERS	<p><b>Annual Meeting Closed.</b></p> <p>Meeting closed at 7.33pm</p>