

Minutes of the Annual Council Meeting of Weeley Parish Council held on 15 May 2023

Present: Cllrs C. Hamilton (Chair), M. Brown, T. Spong, G. Foster, K. Green, L. Fitzpatrick, D. Botterell, J. Beady and V. Cauvain. Also, in attendance Mr K. Harkin (Parish Clerk) and eight members of public.

On opening the meeting, the Chair welcomed members and congratulated them on being elected on to Weeley Parish Council at the recent local elections.

1. **Apologies for Absence;** None received.
2. **Election of Chair;** The Clerk asked for nominations for the Chair for municipal year 2023/24. Cllr Beady proposed Cllr Hamilton, the proposal was seconded by Cllr Botterell. With no other nominations, Cllr Hamilton was elected unopposed. She proceeded to sign the Declaration of Acceptance of Office. The other councillors had already signed their declarations of acceptance of office.
3. **Appointment of Vice Chair;** The Chair invited nominations. Cllr Hamilton proposed Cllr Botterell, Cllr Green seconded the proposal. With no other nominations, Cllr Botterell was elected unanimously.
4. **Confirmation of minutes;** The Chair reminded councillors that the minutes of the previous ACM held on the 16 May 2022 had been approved at the following monthly meeting.
5. **Declarations of interest;** None were offered.
6. **Public Participation:** No questions were asked.
7. **Review;** The Chair noted that only minor amendments had been made to the Assets Register and the Playing Field Conditions of Use. She asked that the policies be considered together en bloc. Cllr Hamilton proposed, Cllr Botterell seconded and it was **RESOLVED:** To approve the policies listed below. These policies can be viewed on the Council's website; weeleypc.org.uk
 - Assets Register
 - Risk Assessment
 - Code of Conduct & Conflict of Interests Policy
 - Standing Orders
 - Financial Regulations
 - Grant Making Policy (deferred to allow revision).
8. **Appointment of members to outside organisations/special duties:** Members were appointed to take on special duties or represent the Parish Council on outside organisations, in accordance with the list below.
 - Highways, Footways and Road Safety:- Cllr Beady.
 - Footpaths:- Cllr Fitzpatrick.
 - Planning Liaison:- Cllrs Spong and Foster.
 - Street Lighting:- Cllr Green
 - Grass Cutting and Maintenance (including Playing Field):- The Clerk.
 - St Andrews School representative:- Cllr Fitzpatrick.
 - Village Hall:- Cllrs Brown and Hamilton.
 - TDALC:- Cllr Botterell.
 - Transport:- To be appointed.
 - Play Area:- Cllrs Green and Botterell.
 - Tree Warden:- Cllr Green.
 - Emergency Planning:- Cllr Botterell.
 - Publicity/social media/Website:- Cllr Cauvain

9. **Cheque signatories;** It was agreed to maintain the list of cheque signatories as follows; Cllrs Hamilton, Foster, Spong, and Botterell.
 10. **Schedule of Parish Council meetings in 2023/24:** It was agreed to continue to meet on the third Monday of each month only meeting in August if there is need to do so. Where the meeting date falls on a bank holiday then it will be scheduled to the following day. The Annual Council Meeting will be held on 20 May 2024, the same day as the monthly meeting.
 11. **Public Participation:** No questions raised.
- Close of Meeting:** 7.50pm.