

## Minutes of the Annual Council Meeting of Weeley Parish Council held on 20 May 2024

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**Present:** Cllrs T. Spong, G. Foster, L. Fitzpatrick, D. Botterell (Vice Chair), J. Beady, K. Millar and V. Cauvain. Also, in attendance Mr S Gunter (Parish Clerk) and twelve members of public.

1. **Apologies for Absence;** were received from Cllr C. Hamilton (Chair). Cllr Cauvain proposed to accept the apologies and Cllr Spong seconded it was **RESOLVED** to accept apologies.
2. **Election of Chair;** The Clerk informed the Cllrs that the current Chair was willing to stand again (in her absence) if proposed. The Clerk asked for nominations for the Chair for municipal year 2024/25. Cllr Beady proposed Cllr Hamilton, the proposal was seconded by Cllr Spong. With no other nominations, Cllr Hamilton was elected unopposed.
3. **Declaration of Office,** As Cllr Hamilton was absent she will sign her declaration of office within the required time limit. All other Cllrs have previously signed their Declarations in 2023.
4. **Appointment of Vice Chair;** The clerk invited nominations. Cllr Spong proposed Cllr Botterell, Cllr Cauvain seconded the proposal. With no other nominations, Cllr Botterell was re-elected unanimously and then Chaired the meeting from that point.
5. **Confirmation of minutes;** Cllr Cauvain proposed and Cllr Beady seconded it was **RESOLVED** to accept the minutes from the ACM 2023.
6. **Declarations of interest;** None were offered.
7. **Public Participation:** No questions were asked.
8. **Review;** The clerk informed Council that minor changes for Website Addresses and email addresses needed to be made. It was also noted that new Model Financial Regulations had been received shortly before the meeting and therefore should be considered at a later meeting. The Chair asked that the all policies be considered together en bloc. Cllr Spong proposed, Cllr Botterell seconded and it was **RESOLVED:** To approve all policies on condition that that clerk makes the relevant changes and also creates a Policy Review Schedule. The Council will then review policies ongoing based on this schedule.

All policies can be viewed on the Council's website.

9. **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:- Cllr Hamilton.
  - TDALC:- Cllr Botterell.
  - Transport:- Cllr Millar.
  - Play Area:- Cllrs Green and Botterell.
  - Tree Warden:- Cllr Green.
  - Emergency Planning:- Cllr Botterell.
  - Publicity/social media/Website:- Cllr Cauvain

10. **Cheque signatories;** It was agreed to increase the list of cheque signatories as recommended in the Annual Audit Report so in addition to ; Cllrs Hamilton, Foster and Botterell the Council will add Cllr Cauvain and Cllr Fitzpatrick..
11. **Schedule of Parish Council meetings in 2024/25:** 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 19 May 2025, the same day as the monthly meeting.
12. **Public Participation:** No questions raised.

**Close of Meeting:** 7.36pm.