**APCM 23/01**

**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held in the Community Room, The Pavilion, Churchgate Way Terrington St Clement on Wednesday 17 May 2023 commencing at 7.45 p.m.**

**Attendance: With Councillor M Hannay in the Chair there were present:**

**Cllrs A. Hodgson, H Lewis, A Horton, D Browne, D Shepperson, S Hardacre, G Moore, J Dickson, J Cross**

**AGENDA**

1. Election of Chairman
2. Apologies for Absence and reasons given
3. Election of Vice-Chairman
4. Election of Committees
5. Allotments
6. Footpaths
7. Memorial Field
8. Finance
9. Planning
10. Millennium Wood
11. A.B. Cave Review
12. Personnel Committee
13. Pavilion Building Repairs Review Committee
14. Pavilion Security Review Committee
15. Review of Rents and Charges
16. Clubs
17. Allotments
18. To resolve to appoint a General Purposes Committee to review the following:
19. Standing Orders, Risk Assessment and Financial Regulations
20. Review of Insurance Policies
21. Review of Council Bylaws
22. Council Policies and Procedures

**APCM 2023/02**

1. **ELECTION OF CHAIRMAN**

Cllr M Hannay asked for nominations for Chairman.

Cllr A Hodgson proposed Cllr D Hillier for Chairman, seconded Cllr G Moore.

**Action: In the absence of any other nominations and Cllr D Hillier not being in attendance it was resolved to leave the matter in abeyance until the next meeting.**

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs D Hillier, J Whitmore, J Dickson, D Means, M Howling.

1. **ELECTION OF VICE-CHAIRMAN.**

Cllr Hannay asked for nominations for Vice -Chairman.

Cllr J Dickson proposed Cllr M Hannay for Vice- Chairman, seconded Cllr H Lewis.

**Action: There being no other nominations Cllr M Hannay was elected a Vice-Chairman**

1. **CONSTITUTION OF COMMITTEES.**

 **The Chair and Vice Chair of the Council are members of all committees and are**

 **allowed to attend all committee meetings if they wish to do so with the exception**

 **of the Personnel Committee. All Councillors are allowed to attend any Committee**

 **Meeting but would be unable to vote or take part if not part of the Committee with**

 **the exception of the Personnel Committee.**

 **The Parish Council Committees were elected as follows:**

1. Allotments – Cllrs D Shepperson, M Howling, J Cross, D Browne
2. Footpaths - Cllrs A Hodgson, H Lewis, A Horton, G Moore, D Means, M Hannay, D Hillier, S Goodacre, J Whitmore, J Dickson
3. Memorial Field – **All Councillors.**

**Action: Resolved to schedule a meeting and invite all clubs**

1. Finance – Cllrs J Cross, D Shepperson, A Hodgson, G Moore, M Hannay, D Browne and D Hillier.
2. Planning – D Means, S Goodacre, M Howling, H Lewis, D Shepperson, J Cross, D Hillier
3. Millennium Wood – Cllrs A Hodgson, D Shepperson, J Cross, H Lewis, A Horton,
4. A.B. Cave Review – Cllrs A Hodgson, J Cross, D Shepperson, G Moore
5. Personnel Committee – **Action: Resolved to leave in abeyance until the next meeting.**
6. Pavilion Building Repairs Committee – Cllrs A Horton, D Browne, J Dickson, J Whitmore
7. Old School Project Working Party - Council Members – Cllr M Hannay, S Hardacre, D Hillier.

**APCM 2023/03**

1. **REVIEWS OF RENTS AND CHARGES.**
2. **Allotments**

**Action: The Council resolved that the allotment rents would remain the same.**

1. **TO RESOLVE TO APPOINT A GENERAL PURPOSES COMMITTEE TO REVIEW COUNCIL PROCEDURES AND LEGAL DOCUMENTS.**
2. Standing Orders, Risk Assessment and Financial Regulations
3. Review of Insurance Policies
4. Review of Council Bylaws
5. Council Policies and Procedures

**Action: The council resolved that the Finance Committee carry out the review**

 **The meeting closed at 8.45 p.m.**