

Present: Cllrs Barwick, Brown, Ewing, Henderson, Munson, Scott

In the Chair: Cllr Smith – Chairman

Clerk: Michelle Curtis

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Election of Chairman

Cllr Henderson nominated Cllr Smith to be Chairman of Tolleshunt D'Arcy Parish Council for the ensuing municipal year. Cllr Brown seconded the nomination. This nomination was unanimously agreed. Cllr Smith was declared to be Chairman of Tolleshunt D'Arcy Parish Council for the ensuing municipal year.

The Chairman and the Proper Office signed the Declaration of Acceptance of Office.

3. Vice-Chairman

The Chairman nominated Cllr Barwick of Tolleshunt D'Arcy Parish Council for the ensuing municipal year. Cllr Henderson seconded the nomination. The nomination was unanimously agreed. Cllr Barwick was declared to be Vice-Chairman for Tolleshunt D'Arcy Parish Council for the ensuing municipal year.

4. Apologies for Absence

There were no apologies for absence, all Councillors were present.

5. Declarations of Interest

There were no declarations of interest disclosed.

6. Lead Councillors/Committees

Election of Lead Councillors/Committees for the forthcoming year:

- a) Member responsible for Highways and Road safety - Cllr Munson
- b) Member responsible for Planning Matters & Trees – Cllrs Ewing and Scott
- c) Member responsible for Recreation Ground and Pavilion – Cllr Brown
- d) Member responsible for Burial Ground and Public Rights of Way – Cllr Henderson
- e) Member responsible for Local Council Award Scheme – Cllr Barwick
- f) Personnel Committee – Cllrs Barwick, Henderson and Scott

Unanimously agreed.

7. District Councillors

There were no District Councillors present.

8. Public Forum

There were no members of the public present.

9. Minutes

Minutes 26th April 2022

Resolved: The Minutes of the Parish Council Meeting held on 26th April 2022 be approved as a true and accurate record of the meeting. Unanimously agreed.

The Chairman signed the Minutes.

10. Meeting Schedule 2022/23

Resolved: to approve the 2022/23 Meeting Schedule. Unanimously agreed.

11. Policies and Procedures

- 11.1 Standing Orders
- 11.2 Financial Regulations
- 11.3 Complaints and Compliments Procedure
- 11.4 Disciplinary Procedure
- 11.5 Documents and Retention Policy
- 11.6 Email Policy
- 11.7 Freedom of Information Act – Publication Scheme
- 11.8 Grant Awarding Policy
- 11.9 Media Policy
- 11.10 Reserves Policy
- 11.11 Training Policy

Councillors reviewed all the above (11.1 – 11.11) policies/procedures. There were no amendments.

12. Social Media and Email Policies

Councillors agreed that they had read and understood the Social Media and Email Policies.

Councillors signed and confirm that they have read and understood the Social Media and Email Policies.

13. Bank Signatories

A review of the bank signatories was carried out.

Unity Trust Bank

- Lyndsey Barwick (Authoriser)
- Richard Scott (Authoriser)
- Maggie Henderson (Authoriser)
- Michelle Curtis (Submit Payments)

14. Date of the Next Meeting

The next meeting of the Parish Council will be held on:
Tuesday 31st May 2022 – Full Council Meeting – 7.30 pm

The Chairman closed the meeting at 7.40 pm.

Signed.....

Date:.....