

**Present:** Cllrs Barwick, Henderson, Munson

**In the Chair:** Cllr Smith – Chairman

**Clerk:** Michelle Curtis

**Also Present:** 1 Member of the Public

**1. Election of Chairman**

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

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

**2. 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.

**3. Apologies for Absence**

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

**4. Declarations of Interest**

There were no declarations of interest disclosed.

**5. Public Forum**

There were no comments from the member of the public.

**6. Minutes**

**Minutes 25<sup>th</sup> April 2023**

**Resolved:** The Minutes of the Parish Council Meeting held on 25<sup>th</sup> April 2023 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended the meeting.

The Chairman signed the Minutes.

**7. Lead Councillors/Committees**

Due to there being three vacancies on the Parish Council, it was agreed to defer this item to the meeting on 30<sup>th</sup> May 2023 when new members could be co-opted.

**8. Policies and Procedures**

**8.1** Standing Orders  
Reviewed – no change

**8.2** Financial Regulations  
Reviewed – no change

### 8.3 Complaints and Compliments Procedure

**Resolved:** Unanimously agreed to update the date on item 3.2 of the Complaints and Compliments procedure. The current policy refers to the Code of Conduct adopted on 5<sup>th</sup> January 2016. The New Code of Conduct was adopted on 26<sup>th</sup> July 2023. The new version of the Policy would be V.30.

8.4 Disciplinary Procedure  
Reviewed – no change

8.5 Documents and Retention Policy  
Reviewed – no change

8.6 Email Policy  
Reviewed – no change

8.7 Freedom of Information Act – Publication Scheme  
Reviewed – no change

8.8 Grant Awarding Policy  
Reviewed – no change

8.9 Media Policy  
Reviewed – no change

8.10 Reserves Policy  
Reviewed – no change

8.11 Training Policy  
Reviewed – no change

8.12 Social Media Policy  
Reviewed – no change

All Councillors signed the declaration to confirm that they had read and understood the Social Media and Email Policies.

## 9. Bank Signatories

A review of the bank signatories was carried out.

### Unity Trust Bank

Lyndsey Barwick (Authoriser)

Maggie Henderson (Authoriser)

Michelle Curtis (Submit Payments)

To be removed - Richard Scott (Authoriser)

A new bank signatory would be appointed once new members had been co-opted.

The Chairman reported that emergency sewage works had been carried out at the Pavilion the previous week and payment of the invoice was required within seven days.

**Action:** It has been agreed that this invoice should be paid and the Clerk is to speak to Internal Auditor to see if there were a way the Parish Council could overcome the

short-term issue of online signatories. If no option could be found, the Chairman would pay the sewage company (J Drains) direct and would be reimbursed.

**10. Appointment of Internal Auditor**

**Resolved:** Unanimously agreed to continue with Maurice Howards to provide the Council's internal audit.

**11. Register of Member's Interests**

Councillors were reminded to complete their Register of Interests by 31<sup>st</sup> May 2023.

**12. Meeting Schedule 2023/24**

**Resolved:** Unanimously agreed to approve the proposed 2022/23 Meeting Schedule except for the meeting on 27<sup>th</sup> June 2023.

**Action:** Clerk to check availability of the hall on Wednesday 28<sup>th</sup> June 2023 to hold the June meeting.

**13. Date of the Next Meeting**

The next meeting of the Parish Council will be held on:

**Tuesday 30<sup>th</sup> May 2023 – Full Council Meeting – 7.30 pm**

The Chairman closed the meeting at 8.03 pm.

Signed.....

Date:.....

DRAFT