

**Those present:**

Cllr Smith (Chair)  
Cllr Denney  
Cllr Evans  
Cllr Ewing  
Cllr Henderson  
Cllr Middleton  
Cllr Munson  
Michelle Curtis (Parish Clerk/RFO)

**1. Election of Chair**

Cllr Henderson nominated Cllr Smith of Tolleshunt D’Arcy Parish Council for the ensuing municipal year. Cllr Evans seconded this nomination. The nomination was agreed upon unanimously. Cllr Smith was declared Chair of Tolleshunt D’Arcy Parish Council for the ensuing municipal year. The Chair and the Proper Officer signed the Declaration of Acceptance of Office.

**2. Election of Vice-Chair**

Cllr Evans nominated Cllr Middleton of Tolleshunt D’Arcy Parish Council for the ensuing municipal year. Cllr Ewing seconded this nomination. The nomination was agreed upon unanimously. Cllr Middleton was declared Vice-Chair of Tolleshunt D’Arcy Parish Council for the ensuing municipal year.

**3. Apologies for Absence**

There were no apologies for absence; all members were present.

**4. Declarations of Interest**

There were no declarations of interest disclosed.

**5. Public Forum**

There were no comments from the members of the public.

**6. Minutes**

**Minutes 30<sup>th</sup> April 2024**

**Resolved:** The Minutes of the Parish Council Meeting held on 30<sup>th</sup> April 2024 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

The Chair signed the Minutes.

**7. Committee and Representations**

Election of Lead representatives for the forthcoming year:

- a) Lead Member for Public Rights of Way – Cllr Henderson
- b) Lead Member for Highways and Road Safety – Cllr Denney
- c) Lead Member for Planning Matters and Trees – Cllrs Evans and Ewing
- d) Lead Member for Recreation Ground – Cllr Middleton

- e) Lead Member for Burial Ground – Cllr Henderson
- f) Lead Member for Local Council Award Scheme – Cllr Smith
- g) Lead Member for the Village Hall Working Group – Cllr Evans
- h) Personnel Committee Members – Cllr Denney, Henderson, Middleton
- i) Defibrillators – Cllr Middleton

## 8. Policies and Procedures

To review the following Policies and Procedures:

- a) Standing Orders  
**Resolved:** Unanimously agreed to approve the proposed amendments to the Standing Orders.
- b) Financial Regulations  
There were no changes to the Financial Regulations. The new Financial Regulations had just been released by NALC and would be reviewed within the next few months.
- c) Compliments and Complaints Procedure  
Councillors reviewed the Compliments and Complaints Procedure. There were no changes.
- d) Disciplinary Procedure  
Councillors reviewed the Disciplinary Procedure. There were no changes.
- e) Grievance Procedure  
Councillors reviewed the Grievance Procedure. There were no changes.
- f) Documents and Retention Policy  
**Resolved:** Unanimously agreed to approve the proposed amendments to the Documents and Retention Policy.
- g) Freedom of Information Act – Publication Scheme  
**Resolved:** Unanimously agreed to approve the proposed amendments to the Freedom of Information Act – Publication Scheme.
- h) Grant Awarding Policy  
Councillors reviewed the Grant Awarding Policy. There were no changes.
- i) Media Policy  
Councillors reviewed the Media Policy. There were no changes.
- j) Reserves Policy  
Councillors reviewed the Reserves Policy. There were no changes.
- k) Training Policy  
Councillors reviewed the Training Policy. There were no changes.

- l) Email Policy  
Councillors reviewed the Email Policy. There were no changes.
- m) Social Media Policy  
Councillors reviewed the Social Media Policy. There were no changes.
- n) Councillors to sign and agree that they have read and understood the Social Media and Email Policy  
Councillors present agreed that they had read and understood the Social Media and Email Policy. Councillors signed the necessary form to confirm that they have read and understood the Social Media and Email Policy

**9. Terms of Reference**

**Resolved:** Unanimously agreed to adopt the Terms of Reference for the Personnel Committee.

**10. Banking Arrangements**

A review of the bank signatories was carried out.

Unity Trust Account

**Resolved:** Bank signatories would be as follows:

Wayne Middleton (Authoriser)

Richard Evans (Authoriser)

Maggie Henderson (Authoriser)

Michelle Curtis (Submit Payments)

**11. Subscriptions**

**Resolved:** Unanimously agreed to have membership with EALC/NALC and the RCCE in 2024/25.

**12. Appointment of Internal Auditor**

Members were asked to confirm that Maurice Howard will continue to provide the Council's internal audit.

**Resolved:** Unanimously agreed that Maurice Howard would continue to provide the Council's internal audit.

**13. Register of Members Interests**

The Chair reminded Councillors to update their Register of Interests.

**14. Meeting Schedule**

**Resolved:** The meeting schedule for 2024/25 was unanimously agreed upon.

**15. Dates of the Next Meetings**

Tuesday 28<sup>th</sup> May 2024 – Full Council Meeting – 7.30pm – Village Hall

The Chair closed the meeting at 8.33pm.