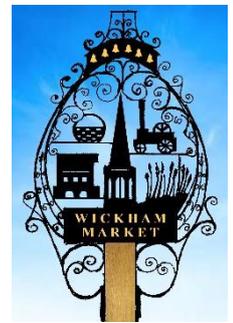


WICKHAM MARKET PARISH COUNCIL

CHAIR: Gemma Dempsey-Gray



MINUTES of the Annual Meeting of Wickham Market Parish Council held on Monday 15 May 2023 at 19:00

23/24:1 Election of Chair:

There were two nominations for Chair:

Cllr Dempsey-Gray, nominated by Cllr Gray, seconded by Cllr Jenkinson

Cllr French, nominated by Cllr Chenery, seconded by Cllr Huggins

There was a vote: Cllr Dempsey-Gray 5, Cllr French 3

Cllr Dempsey-Gray was confirmed as Chair and signed the Declaration of acceptance of office

23/24:2 Election of Vice Chair:

Cllr Chenery was nominated by Cllr Jenkinson, seconded by Cllr Gray. **All Agreed**

Cllr Chenery was confirmed as Vice Chair and signed the Declaration of acceptance of office

23/24:3 All Councillors signed their Declaration of acceptance of office in the presence of the Clerk which are now retained in Council records

23/24:4 Present from the Council:

Cllr Dempsey-Gray (Chair)	Cllr Gray
Cllr Chenery	Cllr Horsnell
Cllr Cooke	Cllr Huggins
Cllr Day	Cllr Jenkinson
Cllr French	
Cllr Noble (East Suffolk Council) [E.S.C.]	
A. Besly (Clerk)	

23/24:5 Present from the Public: 3

23/24:6 Open Public Forum session (3 minutes per person):

Cllr Noble [ESC] introduced herself and highlighted some activities:

24 May ESC full Council where the Cabinet will be announced

Her concern regarding the River Deben water quality

23/24:7 Apologies for Absence: Cllr Nicoll (Suffolk County Council) [S.C.C.]

23/24:8 Declarations of Interest in items on the agenda: Item 24:

Cllr Horsnell is a member of the Modernisation Steering Group

Cllr French's Wife is Village Hall treasurer

23/24:9 It was proposed that the draft minutes of the Parish Council meeting on 20 March 2023 and the Extra Parish Council meeting on 24 April 2023 be approved. There were two abstentions through not being present. **All other Cllrs Agreed**

23/24:10 Receive the minutes of the last Committee meetings. The following minutes have been published. There were no questions

10.1 Finance & General Purpose Committee meeting.

10.2 Environment and Leisure Committee Meeting.

10.3 Planning Committee Meeting.

23/24:11 Clerk's Report: Published. The following were noted

- There is health and safety issue with the market regarding trailing power leads. A solution is being investigated.
- The Clerk was congratulated on passing CiLCA

23/24:12 The Clerk summarised the delegation arrangements in the Financial Regulations. It was proposed that the following delegation arrangements be reapproved with no changes. **All Agreed**

12.1 Finance & General Purpose Committee: Continue with existing delegation for financial approval up to £5k

12.2 Environment and Leisure Committee: Continue with existing delegation for financial approval up to £5k

12.3 Planning Committee: To use delegation outlined in new Terms of Reference

12.4 Staffing & Personnel Committee to continue with existing arrangements as an advisory committee

12.5 Neighbourhood Plan Committee to continue with existing arrangements as an advisory committee

12.6 Chair and Clerk together to continue with existing delegation for financial approval up to £500

23/24:13 It was Proposed that the Council approve the terms of reference for the following Committees. **All Agreed**

13.1 Finance & General Purpose: No change proposed

13.2 Environment & Leisure: Minor change proposed

13.3 Planning Committee Minor change proposed

13.4 Staffing & Personnel Committee: New ToR Circulated

13.5 Neighbourhood Plan Committee: No change proposed

23/24:14 It was proposed that members and Chairs be appointed to the following committees. It was noted that existing working groups did not require reappointing at this meeting as they carry no delegated authority. **All Agreed**

14.1 Finance & General Purpose Cllrs Chenery (Chair), French, Cooke & Dempsey-Gray

14.2 Environment & Leisure Committee Cllrs French (Chair for 1st meeting only) Chenery, Cooke, Jenkinson, Horsnell plus J Hopps, A Westover, S Harrington, J Eldridge & A Baker

14.3 Planning Committee Cllrs Jenkinson (Chair), French, Gray & Day

14.4 Staffing and Personnel Committee Cllrs Dempsey-Gray (Chair), Chenery, Cooke, Horsnell

14.5 Neighbourhood Plan Committee Cllrs Jenkinson (Chair), Cooke, plus R Lewis, R Theobald

23/24:15 Proposal to appoint a working group to advise the council on issues and activities regarding pollution in the river Deben. **All Agreed**

It was proposed that the following members be appointed: Cllrs Huggins, Day, Gray, Cooke, Chenery and Dempsey-Gray. **All Agreed**

The working group will develop a Terms of Reference for approval and may appoint non councillors as members

23/24:16 It was proposed that the following Governance documents be readopted with no changes. **All Agreed**

16.1 Standing Orders

16.2 Financial Regulations

23/24:17 There was a proposal to declare that the council meets the conditions of the General Power of Competence. **All Agreed**

23/24:18 Review of inventory of land and other assets: The Asset Register was reviewed and while the granularity could be improved, it was proposed that it represented an acceptable record of the Council's assets. **All Agreed**

23/24:19 Confirmation of arrangements for insurance cover in respect of all insurable risks. It was proposed that the existing insurance cover was acceptable for the Council's activities. **All Agreed**

23/24:20 It was proposed that the Risk Assessment be approved with no immediate changes. All Agreed. The Clerk will review this during the coming year and bring any further recommendations to the council.

23/24:21 It was proposed that the review of subscriptions to other bodies for the Council and staff be approved as published. **All Agreed**

23/24:22 It was proposed that the following Governance documents be approved and readopted with no changes. **All Agreed**

22.1 Code of Conduct

22.2 Complaints Procedure

22.3 Vexatious Complaints Policy

22.4 Public Participation at meetings

22.5 Grant Awarding Policy

Freedom of Information and Data Protection policies

22.6 FOI Policy

22.7 FOI Publication Scheme

22.8 Privacy Notices

22.9 ICO Model Publication Scheme

22.10 Press and Media Policy

22.11 CCTV

Employment Policies

- 22.12 Equality, Diversity and Inclusion
- 22.13 Working From Home
- 22.14 Expenses
- 22.15 Working with Volunteers
- 22.16 Safeguarding Policy & procedures
- 22.17 Health and Safety

23/24:23 Finance

- 23.1 **Grants made under General Power of Competence has been published.** It was proposed that the schedule be approved. **All Agreed**
- 23.2 **The Current Bank Reconciliation** and Payments Schedule for approval has been published. The bank balances were checked to the statement. It was proposed that this be approved. **All Agreed**
- 23.3 **It was proposed that payments above the Chair/Clerk delegated authority be approved as published. All Agreed.**

23/24:24 **Proposal to review and agree** recommendation from the Village Hall Working Group regarding village hall bookings

Cllr French outlined the issues the Village Hall CIO trustees have and the recommendation from the joint working group for the new Deputy Clerk to take on the role of lettings secretary. This would not include first line support for village hall users which would be managed by the trustees. The trustees have offered to pay for the time incurred. It was proposed that the Deputy Clerk (who has already been consulted) take on the lettings secretary role. Payment arrangements will be made once the amount of time has been established. **All Agreed**

23/24:25 **It was proposed that the published schedule of meetings** for ordinary council and standing committees be approved. **All Agreed**

23/24:26 Under Section 100A(4) of the Local Government Act 1972 it was **proposed to exclude the public** for the following item on the grounds that it involves disclosure of exempt information. **All Agreed**
The minute for this item is recorded in the confidential minutes

23/24:27 **Date of next meeting:** Monday 17 July 2023

Meeting Closed at 20:40

Signed.

Cllr Gemma Dempsey-Gray, Chair.

Date.

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