

Lawford Parish Council



Minutes of the **Annual Meeting of Lawford Parish Council** held on **Monday 15 May 2017 at 7.15pm** in the Wignall Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG

1/1718 Present:

Councillors: Ashley, Brown, C Guglielmi, V Gugliemi, Langstone, Pretty, O'Mara, Payne, Mr Adcock-Jones, Woods and Miles

Clerk: Mrs P Peachey

0 member of the press

3 members of the public

2/1718 Election of Chairman:

Cllr Ashley left the meeting and Cllr V Guglielmi took the chair. Following discussion Councillor David Ashley was elected Chairman for 2017/2018 and following his return to the meeting signed the Declaration of Acceptance of Office.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Brown, **Agreed**

3/1718 Apologies:

Councillors: Baker, Elkin and Rolfe M.B.E.

4/1718 Election of Vice Chair:

Cllr V Guglielmi left the meeting and following discussion was elected Vice Chairman for 2017/2018.

Proposed: Cllr Ashley **Seconded:** Cllr Brown, **Agreed**

5/1718 Committees and Representatives

- a) Review and adoption of committees Terms of Reference (*circulated for consideration*)

Agreed

- b) Appointment of Officers to committees and Council Representatives (*referred to in the main meeting following Cllr Smith's acceptance*)

<u>Amenity/Environmental Committee</u> 5 Councillors	<ol style="list-style-type: none">Dave Ashley - ChairJohn O'MaraSteve Adcock-JonesVal GuglielmiMaggie WoodsDave Thurlow (Co-opted)
<u>Appeals Committee</u> 3 Councillors	<ol style="list-style-type: none">John O'MaraVal GuglielmiSue Brown (Covering for Brian Rolfe M.B.E)

<u>Finance Committee</u> 6 Councillors To include Chairman & Vice Chairman	1. Dave Ashley - Chair 2. Val Guglielmi - Vice Chair 3. Sue Brown 4. Val Pretty 5. Carlo Guglielmi 6. Maggie Woods
<u>Highways Committee</u> 5 Councillors	1. Julie Langstone - Chair 2. Andy Baker 3. Sue Brown 4. Dave Elkin 5. Iain Miles
<u>Personnel Committee</u> 5 Councillors (Chairman to initiate the independent Appeals Committee if required) (Certain Delegated Powers)	1. Julie Langstone - Chair 2. Val Pretty - Vice Chair 3. Dave Ashley 4. Sue Brown 5. Maggie Woods
<u>Planning Committee</u> 5 Councillors (Certain Delegated Powers)	1. Godfrey Payne – Chair 2. Val Guglielmi 3. Iain Miles 4. John O’Mara 5. Dave Elkin (Covering for Brian Rolfe M.B.E)

Representatives:

Essex Association of Larger Councils	Carlo Guglielmi (Covering for Brian Rolfe M.B.E.)
Health Matters	Val Guglielmi
Leeches Educational Trust	Godfrey Payne / Val Pretty/Dave Elkin (<i>Trustee</i>)
Ogilvie Hall Management Committee	Val Pretty
Police Liaison	Andy Baker
Emergency Planning (Twice yearly)	Iain Miles

6/1718 Councillors Information Pack:

Councillors requested to sign confirming they have read their ‘Information Pack’ within the last 12months and that the pack has been kept up to date. **Cllrs Elkin, Baker, Miles, Woods and Rolfe M.B.E are outstanding, together with Cllr Smith who had yet to be asked to sign the Declaration of acceptance. (Joining council at the beginning of the main meeting and then receiving by email the Information Pack)**

7/1718 Review of Regulations, Procedures and Commitments

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| a) Review and adoption of standing orders and financial regulations. | Agreed |
| b) Review of inventory of land and assets including buildings and office equipment
<i>(Circulated for consideration)</i> | Agreed |
| c) Review arrangements for insurance cover in respect of all insured risks | Agreed |
| d) Review of the council’s and/or staff subscriptions to other bodies <i>(Circulated for consideration)</i> | Agreed |
| e) Review of the council’s complaints procedure | Agreed |
| f) Review of the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 | Agreed |

- g) Review of the council's policy for dealing with the press/media **Agreed**
- h) Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council (*circulated for consideration*) **Agreed**

There being no further business the meeting closed at 7.33pm

Signature (Chairman):Date: