

Lawford Parish Council



Minutes of the **Annual Meeting of Lawford Parish Council** held on **Monday 21 May 2018 at 7.15pm**
in the Wignall Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG

1/1819 Present:

Councillors: Brown, C Guglielmi, V Gugliemi, Langstone, Pretty, Payne, Mr Adcock-Jones, Woods and Elkin

Clerk: Mrs P Peachey

0 member of the press

1 member of the public

2/1819 Election of Chairman:

Following discussion Councillor V Guglielmi was elected Chairman for 2018/2019 and duly signed the Declaration of Acceptance of Office. **Proposed:** Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

3/1819 Apologies and not in attendance:

Apologies; Councillors: Baker and Miles

Not in attendance; Cllr Elkin

4/1819 Election of Vice Chair:

Following a proposal by Cllr C Guglielmi, Cllr J Langstone was and duly elected Vice Chairman for 2018/2019.

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

5/1819 Committees and Representatives

- a) Review and adoption of committees Terms of Reference (*circulated for consideration*) If councillors highlight areas of concern they will be discussed at June's meeting.

Agreed

- b) Appointment of Officers to committees and Council Representatives

<p><u>Amenity/Environmental Committee</u> 5 Councillors</p>	<ol style="list-style-type: none"> 1. Maggie Woods 2. Steve Adcock-Jones 3. Val Guglielmi 4. Iain Miles 5. Dave Thurlow (<i>Co-opted</i>)
<p><u>Appeals Committee</u> 3 Councillors</p>	<ol style="list-style-type: none"> 1. Vacancy 2. Val Guglielmi 3. Sue Brown

<u>Finance Committee</u> 6 Councillors To include Chairman & Vice Chairman	1. Val Guglielmi - Chair 2. Julie Langstone - Vice Chair 3. Sue Brown 4. Val Pretty 5. Carlo Guglielmi 6. Dean Smith
<u>Highways Committee</u> 5 Councillors	1. Sue Brown - Chair 2. Andy Baker 3. Julie Langstone 4. Dave Elkin 5. Iain Miles
<u>Personnel, Policies and Regulations 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. Sue Brown 4. Maggie Woods 5. Val Guglielmi
<u>Planning Committee</u> 5 Councillors (Certain Delegated Powers)	1. Godfrey Payne – Chair 2. Val Guglielmi 3. Iain Miles 4. Maggie Smith 5. Dave Elkin

Representatives:

Essex Association of Larger Councils	Carlo Guglielmi
Health Matters	Val Guglielmi
Leeches Educational Trust	Godfrey Payne / Val Pretty
Ogilvie Hall Management Committee	Val Pretty
Police Liaison	Andy Baker
Emergency Planning (Twice yearly)	Vacancy
TDALC	Iain Miles
Venture Centre (<i>Invitation extended for a councillor to become a Trustee</i>)	Sue Brown and Dean Smith (names put forward)
Managing Facebook	Iain Miles/Sue Brown/Dean Smith

6/1718 Councillors Information Pack:

Councillors requested to sign confirming they have read their 'Information Pack' within the last 12 months and that the pack has been kept up to date. *Outstanding confirmations are: Cllrs Miles, Baker and Elkin.* Clerk was requested to re-send the Councillors Information Pack **Action**

7/1718 Review of Regulations, Procedures and Commitments

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

- g) Review of the council's policy for dealing with the press/media **Approved**
- 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*) **Approved**
Proposed: Cllr Langstone **Seconded:** Cllr Brown **Agreed**

There being no further business the meeting closed at 7.33 pm

Signature (Chairman):Date: