

Minutes of the Annual Meeting of Tollesbury Parish Council held virtually via Zoom on Tuesday 4<sup>th</sup> May 2021 commencing at 7.30 pm.

**Present:** Cllrs Bell, Chambers, Clare, Hawes, Lankester, Lowther, Rogers, St Joseph

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** District Council Thompson  
3 members of the public

**1. Election of Chairman**

Cllr Lowther nominated Cllr Plater of Tollesbury Parish Council for the ensuing municipal year. Cllr Clare seconded this nomination. The nomination was agreed unanimously. Cllr Plater was **declared** to be Chairman of Tollesbury Parish Council for the ensuing municipal year. The Chairman and the Proper Officer would sign the Declaration of Acceptance of Office as soon as possible.

**2. Election of Vice-Chairman**

Cllr Plater nominated Cllr Lowther of Tollesbury Parish Council for the ensuing municipal year. Cllr Bell seconded this nomination. The nomination was agreed unanimously. Cllr Lowther was **declared** to be Vice-Chairman of Tollesbury Parish Council for the ensuing municipal year.

**3. Cllr Bell - Councillor**

The letter from Cllr Bell was received and noted. Councillors were happy that Cllr Bell would continue as a Parish Councillor until the end of term.

**4. Apologies for Absence**

There were apologies for absence from Cllrs Cole and Legg.

**5. Declarations of Interest**

There were no declarations of interest disclosed.

**6. Public Forum**

A member of the public asked for an update as to whether remote meetings for the public would continue up to 21<sup>st</sup> June 2021. The latest guidance dated 29<sup>th</sup> April 2021 on the government website is saying that the Parish Councils are to meet face to face but the general public should attend remotely.

The Chairman reported that the Clerk was seeking advice from the Essex Association of Local Councils (EALC). The EALC has reported that they are waiting for guidance from the National Association of Local Councils (NALC).

**7. County Councillors and District Councillors**

District Councillor Thompson reported:

- The Maldon District Council (MDC) land supply has fallen below 5 years. This is not due to planning but is because of delivery. The land supply is currently 4.9 years.

**8. Minutes of the Meetings held on 23<sup>rd</sup> April 2021**

**Resolved:** that the Minutes of the Parish Council Meeting held on 23<sup>rd</sup> April 2021 be approved as a true record of the Meeting. Proposed Cllr Clare, seconded Cllr Lowther. Unanimously agreed.

The Minutes would be signed by the Chairman as soon as possible.

**9. Committees and Representatives  
Committees**

Environment and Amenity – Cllrs Bell, Lankester, Lowther, Rogers, Plater

Finance and Policy – Cllrs Bell, Clare, Hawes, Plater

Personnel Committee – Cllrs Lowther, Plater, Rogers – 1 vacancy

Recreation Ground – Cllrs Chambers, Lowther, St Joseph – 1 vacancy

Woodrolfe Hard – Cllrs Clare, Lankester, Plater, St Joseph - Non-voting members Andrew Eastham and Ben Parmenter – 1 vacancy

Woodup Pool – Cllr Chambers, Hawes, Lowther - Non-voting members Andrew Eastham – 1 vacancy

Cllr Legg has suggested that the Parish Council consider having additional Committees or amalgamating Committees to help shorten the length of the Full Council Meeting.

**Resolved:** to expand the remit of the Finance Committee to include Policy and Website. The Committee will take on the reviewing of the Parish Council website once all current issues with regards to accessibility are resolved. The Finance Committee will now be called the Finance and Policy Committee.

**Resolved:** to have two Full Council Meetings a month. The first meeting would be the core agenda and the second meeting would be to consider planning applications. The meetings to be held on the first and third Tuesday of the month.

**Representatives**

Community Policing/Community Protection – Cllr Chambers

Fairways Committee – Cllr Lankester

Mersea Harbour Protection Trust – Cllr Plater (Trustee)

Taylor's Charity – Cllr Clare (Trustee)

Tollesbury Wick Management – hold in abeyance.

Transport – hold in abeyance.

## 10. Terms of Reference

Councillors reviewed the Terms of Reference for the Committees:

### 10.1 Environment and Amenity

**Resolved:** Unanimously agreed to amend item 1.1 to the following:  
Membership shall consist of 5 Council Members appointed at the Annual Parish Meeting.

**Resolved:** Unanimously agreed to amend item 3.7 to the following:  
The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via telephone or email to the Parish Clerk.

Revised Terms of Reference will be V2.0.

### 10.2 Recreation Ground

**Resolved:** Unanimously agreed to amend item 3.6 to the following:  
The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via telephone or email to the Parish Clerk.  
Revised Terms of Reference will be V2.0.

### 10.3 Finance

Terms of Reference to be amended to include the remit of Policy and Website review.

The amended Terms of Reference to be submitted to the Full Council for approval.

Revised Terms of Reference will be V2.0.

### 10.4 Woodrolfe Hard

**Resolved:** Unanimously agreed to amend item 3.7 to the following:  
The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via telephone or email to the Parish Clerk.  
Revised Terms of Reference will be V2.0.

### 10.5 Woodup Pool

**Resolved:** Unanimously agreed to amend item 3.6 to the following:  
The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via telephone or email to the Parish Clerk.  
Revised Terms of Reference will be V2.0.

### 10.6 Personnel

**Resolved:** to adopt the Personnel Terms of Reference V1.0 ([Appendix A](#)).  
Unanimously agreed.

## 11. Policies and Procedures

### 11.1 Policies and Procedures:

#### 11.1.1 Standing Orders

The Standing Orders were reviewed. There were no changes.

The Clerk reported that a resident had suggested several amendments to the Standing Orders.

**Action:** Clerk to request that the resident provide a list of all proposed amendments which will be considered by the Finance and Policy Committee when they review the Standing Orders.

#### 11.1.2 Financial Regulations

The Standing Orders were reviewed. There were no changes.

#### 11.1.3 Compliments and Complaints

The Standing Orders were reviewed. There were no changes.

### 11.2 Reserves Policy

#### 11.2.1 **Resolved:** to adopt the Reserves Policy V1.0. Unanimously agreed.

### 11.3 Social Media and Email Policy

Councillors present agreed by a show of hands that they had read and understood the Social Media and Email Policy. Councillors will be requested to sign and confirm that they have read and understood the Social Media and Email Policy.

**Action:** Clerk to email form to Councillors to sign and return.

## 12. Banking Arrangements

A review of the bank signatories was carried out.

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

#### Co-operative Account

Simon Plater

Mike Bell

Michelle Curtis

Rob Cole

Thomas Lowther

**Remove:** Rob Cole

**Add:** Roy Clare

#### Unity Trust Account

Simon Plater (Authoriser)

Mike Bell (Authoriser)

Rob Cole (Authoriser)

Michelle Curtis (Submit Payments)

**Remove:** Rob Cole

**Add:** Roy Clare (Authoriser)

## 13. Meeting Schedule

Following the decision to hold an additional Council Meeting each month, the Clerk to revise the meeting schedule to present at the next meeting of the Council for approval.

The new structure of two Full Council meetings per month will commence in July 2021.

**14. Dates of the Next Meetings**

Tuesday 11<sup>th</sup> May 2021 – Full Council Meeting - 7.30 pm – The Centre

The Chairman closed the Meeting at 8.43 pm.

Signed.....

Date .....



## **Personnel Committee**

### **1. Membership**

- 1.1 Membership shall consist of 4 Council Members (of which one should be the current Parish Council Chairman) appointed at the Annual Statutory Parish Meeting.
- 1.2 Members may be co-opted on the basis of their special knowledge or interest.
- 1.3 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.4 A quorum shall consist of 3 members of the Committee.

### **2. Meetings**

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Statutory Meeting of the Parish Council.
- 2.2 The Personnel Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next Full Meeting of Tollesbury Parish Council. All Personnel decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full Meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



### **3. Areas of responsibility**

- 3.1 The Clerk should always seek external advice from the EALC and retained HR sources as and when needed. Generally, the Clerk is the named officer to approach such external bodies.

In matters connected with the Clerk's performance or management, the Personnel Committee will authorise the Chairman to contact these bodies. If the Chairman is not available, the Committee will nominate a member.

- 3.2 If any member of the staff is unhappy with the line management and feels they have to bypass the normal structure, they may request a meeting with the Chairman and Vice-Chairman or, in their absence, two other members of the Committee. The outcome is to be taken to the next Committee meeting or an extra one called.
- 3.3 The Personnel Committee delegates the responsibility to the Clerk to provide day to day oversight, direction, guidance and support for the work of the Council staff. The Clerk is also responsible for managing annual leave, approved lieu time and monitoring sickness. It is the responsibility of the Clerk to bring serious matters of concern to the Personnel Committee, including unusual or extended sick leave patterns.
- 3.4 The Personnel Committee manage on behalf of the Council, advised as necessary by the Proper Officer, the following:
- The overall performance of the staff, delegating the day to day line management of the Clerk. The Committee will be the body authorised to guide and assist the Clerk.
  - Ensure that employment conditions of any employees or contracted workers fully recognise Health and Safety legislation as well as Standing Orders and Financial Regulations.
  - Ensuring the delivery of regular staff appraisals and noting and agreeing on any actions and outcomes.
  - Nominating a member to carry out the Clerk's appraisals and reporting any actions as above.
  - Dealing with matters of individual or group discipline through the established management ranks, offering guidance and support to line management as appropriate.



- If the problems require disciplinary and grievance procedures, then these will be directed to the appropriate panel as per the adopted procedures.
- Carrying out a regular review of the Council's employment policies, making recommendations to the full Council for any alterations/amendments.
- Through the Clerk/RFO, the Committee will be aware of pay, NI, pension contributions and other related expenses, and ensure that legal requirements and recommendations are complied with.
- The Committee will forward details of resignations to the full Council and will initiate filling the vacancy.
- Advertising for new staff, conducting interviews and making recommendations to the full Council.
- Contracts of employment for new staff members are agreed by the Personnel Committee.
- The Committee Chairman and/or Vice-Chairman may approve the Clerk's annual leave and lieu time.
- Responsible oversight and guidance in the management of the budget allocated to personnel.
- It is recognised that some matters may be of a sensitive or confidential nature and require to be treated accordingly as permitted by Standing Orders.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
	<b>Next Review -</b>		