



Tollesbury Parish Council

Notice is hereby given that the Annual Statutory Meeting of Tollesbury Parish Council will be held on **Tuesday 3rd May 2022**, in **The Pavilion, Tollesbury Recreation Ground, Elysian Gardens** commencing at **7.30 pm**, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

29th March 2022

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,
V Chambers, R Clare, L Goldie, S Hawes, J Rogers, A St Joseph

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; however, the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

1. Election of Chairman

To elect a Chairman for the forthcoming year and to receive a signed Declaration of Acceptance of Office.

2. Election of Vice-Chairman

To elect a Vice-Chairman for the forthcoming year.

3. Apologies for Absence

To receive and accept apologies for absence.

4. Declaration of Interest

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

5. Public Forum

Members of the public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will, at his discretion, then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

6. Minutes

To receive and approve the minutes of the Parish Council Meeting held on 19th April 2022 (previously circulated).

7. Committees and Representatives

Election of Committees and Representatives of External Bodies for the forthcoming year.

8. Terms of Reference

To review the Terms of Reference for the following Committees:

- 8.1 [Environment and Amenity](#)
- 8.2 [Recreation Ground](#)
- 8.3 [Finance and Policy](#)
- 8.4 [Woodrolfe Hard](#)
- 8.5 [Woodup Pool](#)
- 8.6 [Personnel](#)

9. Policies and Procedures

To review the following Policies and Procedures:

- 9.1 Standing Orders
- 9.2 Financial Regulations
- 9.3 Compliments and Complaints
- 9.4 Reserves Policy
- 9.5 Social Media and Email Policy
- 9.6 Councillors to sign and agree that they have read and understood the Social Media and Email Policy.

10. Banking Arrangements

To review Bank Signatories.

11. Meeting Schedule

To agree on the dates of Full Parish Council meetings up to and including the next annual meeting of the Parish Council.

12. Community Concerns

To receive information only or note future agenda items

13. Dates of the Next Meetings

Monday 9th May 2022 – Full Council Meeting – 7.30 pm – Pavilion
Agenda items for consideration at the Full Council Meeting are to be sent to the Clerk by Monday, 2nd May 2022, at the latest.

Clerk: Michelle Curtis

Address: PO Box 13205, Maldon, Essex CM9 9FU

Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com



Environment & Amenity Committee

1. Membership

- 1.1 Membership shall consist of 5 Council Members appointed at the Annual 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 Meeting of the Parish Council.
- 2.2 The Environment & Amenity 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 Environment & Amenity Committee 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 To implement decisions and duties of the Tollesbury Parish concerning the Cemetery, Allotments, Woodrolfe Green, Hasler Green, Bus Shelter, Streetlighting, Dog/Litter Bins and Highways including:
- Day to day management and monitoring
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 The Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.3 The Committee will act within the annual agreed budget. The RFO will provide financial reports to the Full Council monthly.
- 3.4 The Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age-related, GDPR and pecuniary interests) when required to assist in its work.
- 3.5 To consider annual budget requirements for the Environment & Amenity to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.6 The Environment and Amenity Committee to carry out an inspection at least once a year of the Allotments, Cemetery, Woodrolfe Green and Hasler Green.
- 3.7 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 the Parish Clerk.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
V2.0	Reviewed and amended	04/05/21	TPC
	Next Review – May 2022		



Recreation Ground Committee

1. Membership

- 1.1 Membership shall consist of 4 Council Members 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 Recreation Ground 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 Recreation Ground Committee 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 To implement decisions and duties of the Tollesbury Parish concerning the Victory Recreation Ground and Pavilion including:
- Day to day management
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 The Recreation Ground Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.3 The Recreation Ground Committee will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.4 The Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age-related, GDPR and pecuniary interests) when required to assist in its work.
- 3.5 To consider annual budget requirements for the Recreation Ground to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.6 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 the Parish Clerk.

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V1.0	Adopted by the Parish Council	01/09/20	TPC
V2.0	Reviewed and amended	04/05/21	TPC
	Next Review – May 2022		



Finance and Policy Committee

1. Membership

- 1.1 Membership shall consist of 4 Council Members appointed at the Annual Parish Meeting.
- 1.2 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.

- 1.3 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 Meeting of the Parish Council.
- 2.2 The Finance 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 Finance Committee 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 Committee will monitor the Parish Councils finances and ensure that the Parish Council acts within the annual agreed budget. The RFO will provide financial reports to the Full Council monthly.
- 3.2 The Committee will propose the annual precept for approval of Tollesbury Parish Council.
- 3.3 The Committee will review fees annually when setting the precept for approval of Tollesbury Parish Council.
- 3.4 To review all Parish Council Policies and Procedures including the Asset Register. Any proposed amendments to any documents to be submitted to the Full Council for approval.
- 3.5 To review the Parish Council website to ensure that it is compliant with current legislation and consider any future enhancements. Any proposed amendments to the website to be submitted to the Full Council for approval.
- 3.6 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.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
V2.0	Reviewed by the Finance and Policy Committee. Approved by the Parish Council	05/05/21 11/05/21	TPC



Woodrolfe Hard Committee

1. Membership

- 1.1 Membership shall consist of 7 Members appointed at the Annual Parish Meeting. A minimum of 4 should be Parish Councillors.
- 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 a show of hands.

- 1.4 A quorum shall consist of any 4 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 Woodrolfe Hard 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 Woodrolfe Hard Committee 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 To implement decisions and duties of the Tollesbury Parish concerning Woodrolfe Hard including the land leased from the Crown Estate:
- Day to day management
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 To assist, where possible and suitable, in the development of practical solutions with other parties, subject to the consent of the Parish Council.
- 3.3 The Woodrolfe Hard Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.4 The Woodrolfe Hard Committee will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.5 The Woodrolfe Hard Committee is authorised to establish working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work. Subject to approval by the Full Council.
- 3.6 To consider annual budget requirements for Woodrolfe Hard to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.7 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 the Parish Clerk.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	06/10/20	TPC
V2.0	Reviewed and amended	04/05/21	TPC
	Next Review – May 2022		



Woodup Pool Committee

1. Membership

- 1.1 Membership shall consist of 4 Council Members 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 Meeting of the Parish Council.
- 2.2 The Woodup Pool 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 Woodup Pool Committee 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 To implement decisions and duties of the Tollesbury Parish concerning Woodup Pool and the surrounding areas including:
- Day to day management
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 The Woodup Pool Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.3 The Woodup Pool Committee will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.4 The Woodup Pool Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work.
- 3.5 To consider annual budget requirements for Woodup Pool to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.6 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 the Parish Clerk.

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V1.0	Adopted by the Parish Council	01/09/20	TPC
V2.0	Reviewed and amended	04/05/21	TPC
	Next Review – May 2022		



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
	Next Review -		