

**Present:** Cllrs Bell, Goldie, Hawes, Rogers

**In the Chair:** Cllr Lowther

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Stephens  
1 member of the public

**1. Election of Chairman**

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

**3. Apologies for Absence**

There were apologies for absence from Cllrs Chambers, Clare, Plater and St Joseph.

**4. Declarations of Interest**

There were no declarations of interest disclosed.

**5. Public Forum**

There were no comments from the member of the public.

**6. Minutes of the Meetings held on the 19<sup>th</sup> April 2022**

**Resolved:** the Minutes of the Parish Council Meeting held on 19<sup>th</sup> April 2022 be approved as a true and accurate record of the meeting subject to a minor amendment. Proposed Cllr Rogers, seconded Cllr Bell. Unanimously agreed.

The Minutes are to be signed by the Vice-Chairman at the next meeting of the Parish Council.

**7. Committees and Representatives  
Committees**

Environment and Amenity – Cllrs Bell, Lowther, Rogers, Plater – 1 Vacancy

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

Personnel Committee – Cllrs Bell, Lowther, Plater, Rogers

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

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

Woodup Pool – Cllrs Chambers, Hawes, Lowther - Non-voting members Andrew Eastham

### **Working Groups**

Youth – Cllrs Chambers, Clare, Rogers

### **Representatives**

Community Policing/Community Protection – Cllr Chambers

Fairways Committee – Cllr St Joseph

Mersea Harbour Protection Trust – Cllr Plater (Trustee)

Taylor’s Charity – Cllr Clare (Trustee)

Tollesbury Wick Management – hold in abeyance.

Transport – hold in abeyance.

## **8. Terms of Reference**

Councillors reviewed the Terms of Reference for the Committees:

### **8.1 Environment and Amenity**

**Resolved:** Unanimously agreed to amend item 3.1 to include the Quayside in the responsibilities.

**Resolved:** Unanimously agreed to amend item 3.1 to add to duties:  
- Implication of climate change and biodiversity.

Revised Terms of Reference will be V3.0.

### **8.2 Recreation Ground**

**Resolved:** Unanimously agreed to amend item 3.1 to add to duties:  
- Implication of climate change and biodiversity.

Revised Terms of Reference will be V3.0.

### **8.3 Finance and Policy**

**Resolved:** Unanimously agreed to add a new item as follows:  
3.7 – To review the Parish Council insurance requirements.

Revised Terms of Reference will be V3.0.

**8.4** Woodrolfe Hard  
**Resolved:** Unanimously agreed to amend item 1.1 to reduce the membership from 7 to 6.

**Resolved:** Unanimously agreed to amend item 3.1 to add to duties:  
- Implication of climate change and biodiversity.

Revised Terms of Reference will be V3.0.

**8.5** Woodup Pool  
**Resolved:** Unanimously agreed to amend item 3.1 to add to duties:  
- The implication of climate change and biodiversity.

Revised Terms of Reference will be V3.0.

**8.6** Personnel  
No changes.

**Action:** Clerk to schedule a meeting of the Personnel Committee, and consideration be given to an appraisal process.

## **9. Policies and Procedures**

**9.1** Standing Orders  
Councillors reviewed the Standing Orders. There were no changes.

**9.2** Financial Regulations  
Councillors reviewed the Financial Regulations. There were no changes.

**9.3** Compliments and Complaints  
Councillors reviewed the Compliments and Complaints Procedure. There were no changes.

**9.4** Reserves Policy  
Councillors reviewed the Reserves Policy. There were no changes.

**9.5** Social Media and Email Policy  
Councillors reviewed the Social Media and Email Policy. There were no changes.

**9.6** Social Media and Email Policy – Acceptance  
Councillors present agreed 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.

**Action:** Finance and Policy Committee to look at a Policy for the Parish Council Website.

**10. Banking Arrangements**

A review of the bank signatories was carried out. There were no changes.

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

Co-operative Account

- Simon Plater
- Mike Bell
- Michelle Curtis
- Roy Clare
- Thomas Lowther

Unity Trust Account

- Simon Plater (Authoriser)
- Mike Bell (Authoriser)
- Roy Clare (Authoriser)
- Michelle Curtis (Submit Payments)

**11. Meeting Schedule**

**Resolved:** to agree on the meeting schedule for 2022/23 (Appendix A) subject to the Clerk adding a meeting of the Personnel Committee.

**12. Community Concerns**

Cllr Bell asked:

- There are currently two vacancies on the Parish Council. What is the plan to fill the vacancies?

**Action:** Clerk to readvertise the vacancies.

**13. Dates of the Next Meetings**

Monday 9<sup>th</sup> May 2022 – Full Council Meeting – Pavilion – 7.30 pm

Tuesday 17<sup>th</sup> May 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm - Pavilion

The Vice-Chairman closed the meeting at 8.00 pm.

Signed.....

Date .....