

**MINUTES OF THE
ANNUAL PARISH COUNCIL MEETING
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
4th May 2021**

PRESENT: Councillors: D Smart, G Matthews, K Watson, Miss A Barker
G Grundy, Mrs R Kissell, P English, G Hewlett,
and Mrs G Moss.

APC 1. APOLOGIES FOR ABSENCE:

Councillors Mrs M Harvey, M Harvey, M Copeland and Mrs J Wild had sent their apologies.

No other apologies had been received.

APC 2. DECLARATIONS OF INTEREST:

There were no declarations of interest at the outset of the meeting.

APC 3. 2020/21 CHAIRMAN'S REPORT:

Copies of the current Chairman' Report for 2020/21 had been distributed to all Councillors prior to the meeting.

The Chairman's report will available to the public, on request, from the Parish Council Office, and will also be available from the Council's website freely downloadable.

The Chairman advised the meeting that he would be quite happy to receive any comments from Councillors in the future.

The Chairman concluded by thanking all members for their hard work and support, particularly the Chairs of Committees.

It was RESOLVED by the meeting that the Annual Report be noted.

APC 4. ELECTION OF CHAIRMAN:

One nomination had been received. This was for Cllr David Smart.

There were no other nominations received at the meeting.

Councillor D Smart had been proposed by Councillor P English and seconded by Councillor K Watson.

On an unanimous vote Councillor D Smart was duly elected as Chairman of Felpham Parish Council for the municipal year 2021/22.

APC 5. ELECTION OF VICE CHAIRMAN:

One nomination had been received. This was for Cllr Mrs G Moss. There were no others received at the meeting.

Councillor Mrs G Moss had been proposed by Councillor G Hewlett and seconded by Councillor Miss A Barker.

On an unanimous vote Councillor Mrs G Moss was duly elected as Vice-Chairman of Felpham Parish Council for the municipal year 2021/22.

APC 6. ELECTION OF COMMITTEES:

All Councillors had prior to the meeting, been given the opportunity to indicate which Committees they wished to stand for.

After discussion the following Councillors were elected to the Committees below with the Chairman and Vice-Chairman of the Council being ex-officio on all Committees.

Allotments and Open Spaces:

Cllrs: Miss A Barker, G Grundy, G Matthews, K Watson, Mrs J Wild and P English.

On a vote the members of this Committee for 2021/22 were unanimously agreed.

Finance & Administration:

Cllrs: G Hewlett, G Matthews, Mrs R Kissell, P English, M Copeland & K Watson.

On a vote the members of this Committee for 2021/22 were unanimously agreed.

Planning, Licensing & Neighbourhood Plan:

Cllrs: Miss A Barker, G Grundy, M Harvey, G Hewlett, G Matthews, Mrs J Wild, Mrs R Kissell, Mrs M Harvey and P English.

On a vote the members of this Committee for 2021/22 were unanimously agreed.

Projects & Resilience Committee:

Cllrs: Miss A Barker, G Grundy, M Harvey, G Matthews, Mrs J Wild, Mrs M Harvey, K Watson and P English.

On a vote the members of this Committee for 2021/22 were unanimously agreed.

APC 7. APPOINTMENTS TO OUTSIDE BODIES:

The following Councillors were elected to the following outside bodies:

Joint Western Arun Area Committee (JWAAC): *Cllr P English.*

Councillor P English was proposed by Councillor G Hewlett as the main representative of the Council, this was seconded by Councillor K Watson.

On an unanimous vote Councillors, Councillor P English was duly elected as the Council's representative on JWAAC.

One nomination was received for the position of deputy representative.

Councillor G Grundy was nominated Councillor Miss A Barker, this was seconded by Councillor Mrs G Moss.

On an unanimous vote Councillor G Grundy was duly elected as the deputy representative on JWAAC for 2021/22.

Felpham Village Hall Trustee (Annual): *Cllr: M Copeland.*

Councillor M Copeland had been proposed by Councillor D Smart and seconded by Councillor Mrs G Moss. No other nominations were received.

It was therefore unanimously agreed that Councillor M Copeland be the Council representative on this group for 2021/22.

JWAAC Highways and Transport sub-committee: *Cllr: Mrs R Kissell.*

Councillors Mrs R Kissell and P English had stated an interest in this position.

Councillor Mrs R Kissell was proposed by Councillor G Grundy and seconded by Councillor G Matthews.

Councillor P English was proposed by Councillor G Hewlett and seconded by Councillor D Smart.

On a vote of 4 for Councillor Mrs R Kissell and 2 votes for Councillor P English, Councillor Mrs R Kissell was duly elected as the Council's representative on the JWAAC H&T Sub Committee group for 2021/22 and Councillor P English the deputy.

West Sussex ALC Ltd: *Councillor D Smart – Deputy Councillor G Hewlett.*

Councillor D Smart was proposed by Councillor G Matthews as the main representative of the Council, this was seconded by Councillor G Hewlett .

On an unanimous vote, Councillor D Smart was duly elected as the Council's representative on WSALC.

One nomination was received for the position of deputy representative.

Councillor G Hewlett was nominated Councillor P English , this was seconded by Councillor Mrs G Moss .

On an unanimous vote Councillor G Hewlett was duly elected as the deputy representative on WSALC for 2021/22.

Arun District Association of Local Councils: *Councillor D Smart.*

Councillor D Smart was proposed by Councillor G Hewlett and seconded by Councillor Mrs G Moss. No other nominations were received.

It was therefore unanimously agreed that Councillor D Smart be the Council representative on this group for 2021/22.

APC 8. TO CONFIRM THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 14th MAY 2019:

The minutes had been previously **APPROVED** by the Main Council, at its meeting on the 6th June 2019.

APC 9. MATTERS ARISING:

There were no matters arising.

APC 10 TO APPROVE THE FOLLOWING POLICIES OF THE COUNCIL for 2021/22:

As this was the start of a new municipal year for the Council the meeting was requested to confirm, approve and re-affirm the policies and procedures of the Council.

It was proposed by Councillor D Smart, seconded by Councillor G Hewlett and unanimously RESOLVED that the following policies and procedures be approved unanimously for the forthcoming municipal year 2021/22:

- * the Standing Orders of the Council. +**
- * Data Protection Policies of the Council.**
- * Financial Regulations of the Council. ^**
- * Risk Management Plan of the Council.**
- * Health & Safety Policy of the Council.**
- * Dignity at Work Policy of the Council.**
- * Grievance Procedure.**

+ *it was agreed that enquiries be made with NALC with regard to the use of gender specific references throughout this document.*

^ it was proposed that the spending thresholds be re-examined and a report made back to the Finance Committee by the Clerk.

APC 11 TO APPROVE THE CONTINUED ADOPTION OF THE GENERAL POWER OF COMPETENCE:

It was proposed by Councillor Mrs G moss, seconded by Councillor Miss A Barker and unanimously agreed that the Council re-adopt the Power of General Competence for this forthcoming year, subject to the Clerk to the Council having the requisite qualifications for the Council to be able to carry out these Powers.

The meeting closed at 6.52 p.m.

Approved.....Chairman

Date