

**MINUTES OF THE
ANNUAL PARISH COUNCIL MEETING
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
3rd May 2022**

PRESENT: Councillors: Gloria Moss, Anne Barker, Bob Budd, Matthew Copeland, Paul English, George Grundy, Ros Kissell, Graham Matthews, Kevin Watson, Jaine Wild

APC 1. APOLOGIES FOR ABSENCE:

Councillors: Dave Smart, Mary Harvey, Michael Harvey, Glen Hewlett.

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. 2021/22 CHAIRMAN'S REPORT:

Copies of the current Chairman' Report for 2021/22 had been distributed to all Councillors prior to the meeting.

The Chairman's report will be 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 Councillor David Smart.

There were no other nominations received at the meeting.

Councillor Dave Smart had been proposed by Councillor Matthew Copeland and seconded by Councillor Bob Budd.

On a unanimous vote Councillor Dave Smart was duly elected as Chairman of Felpham Parish Council for the municipal year 2022/23.

APC 5. ELECTION OF VICE CHAIRMAN:

One nomination had been received. This was for Councillor Gloria Moss. There were no others received at the meeting.

Councillor Gloria Moss had been proposed by Councillor Ros Kissell and seconded by Councillor Anne Barker.

On a unanimous vote Councillor Gloria Moss was duly elected as Vice-Chairman of Felpham Parish Council for the municipal year 2022/23.

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:

Councillors: Anne Barker, Bob Budd, Paul English, George Grundy, Graham Matthews, Kevin Watson, Jaine Wild.

On a vote, the members of this Committee for 2022/23 were unanimously agreed.

Finance & Administration:

Councillors: Bob Budd, Matthew Copeland, Paul English, Glen Hewlett, Ros Kissell, Graham Matthews, Kevin Watson.

On a vote, the members of this Committee for 2022/23 were unanimously agreed.

Planning, Licensing & Neighbourhood Plan:

Councillors: Anne Barker, Bob Budd, Paul English, George Grundy, Mary Harvey, Michael Harvey, Glen Hewlett, Graham Matthews, Jaine Wild.

On a vote, the members of this Committee for 2022/23 were unanimously agreed.

Projects & Resilience Committee:

Councillors: Anne Barker, Bob Budd, Paul English, George Grundy, Mary Harvey, Michael Harvey, Graham Matthews, Kevin Watson, Jaine Wild

On a vote, the members of this Committee for 2022/23 were unanimously agreed.

APC 7. APPOINTMENTS TO OUTSIDE BODIES:

The following Councillors were elected to the following outside bodies:

West Sussex County Council Local Forum:

Councillor Paul English was proposed by Councillor Gloria Moss as the main representative of the Council, this was seconded by Councillor Anne Barker.

On a unanimous vote, Councillor Paul English was duly elected as the Council's representative on the West Sussex County Council Local Forum for 2022/23.

One nomination was received for the position of deputy representative:

Councillor George Grundy was nominated by Councillor Anne Barker, this was seconded by Councillor Gloria Moss.

On a unanimous vote, Councillor George Grundy was duly elected as the deputy representative on West Sussex County Council Local Forum for 2022/23

Action: The meeting of the West Sussex County Council Local Forum is to appear as an agenda item prior to each quarterly meeting, in order that questions can be considered for submission.

Felpham Village Hall Trustee (Annual):

Councillor Matthew Copeland had been proposed by Councillor Bob Budd and seconded by Councillor Kevin Watson. No other nominations were received.

It was therefore unanimously agreed that Councillor Matthew Copeland be the Council representative on this group for 2022/23.

West Sussex ALC Ltd:

Councillor Dave Smart was proposed by Councillor Paul English as the main representative of the Council, this was seconded by Councillor Matthew Copeland.

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

One nomination was received for the position of deputy representative.

Councillor Glen Hewlett was nominated by Councillor Matthew Copeland, this was seconded by Councillor Paul English.

On a unanimous vote, Councillor Glen Hewlett was duly elected as the deputy representative on WSALC for 2022/23.

Arun Joint Action Group:

Councillor Paul English was proposed by Councillor Kevin Watson and seconded by Councillor Gloria Moss. No other nominations were received.

It was therefore unanimously agreed that Councillor Paul English be the Council representative on this group for 2022/23.

Arun District Association of Local Councils:

Councillor Dave Smart was proposed by Councillor Gloria Moss and seconded by Councillor Anne Barker. No other nominations were received.

It was therefore unanimously agreed that Councillor Dave Smart be the Council representative on this group for 2022/23.

APC 8. TO CONFIRM THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 4th MAY 2021:

The minutes had been previously **APPROVED** by the Main Council, at its meeting on the 1st June 2021.

APC 9. MATTERS ARISING:

There were no matters arising.

APC 10 TO APPROVE THE FOLLOWING POLICIES OF THE COUNCIL for 2022/23:

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 Matthew Copeland, seconded by Councillor Gloria Moss and unanimously RESOLVED that the following policies and procedures be approved unanimously for the forthcoming municipal year 2022/23:

- **Standing Orders 2018, 2021 Version, as adopted 4th May 2021 and updated 5th April 2022/Model Standing Orders (2018 England Version 2 April 22)**
- **2021 Code of Conduct**
- **Bereavement and Compassionate Leave Policy**
- **Blue Plaque Policy**
- **Broadcasting, Filming or Recording of Council Meetings Policy**
- **CCTV Policy for Felpham Community Hall**
- **Child and Vulnerable Persons Protection and Safeguarding Policy**
- **Complaints Procedure**
- **Councillor IT Security Policy**
- **Co-option Policy and Procedure**

- **Data Protection Policies**
- **Dignity at Work Policy.**
- **Disciplinary Policy**
- **Environment Statement**
- **Equal Opportunities**
- **Financial Regulations**
- **Grievance Procedure.**
- **Health & Safety Policy.**
- **Lone Working Policy**
- **Press and Media Policy**
- **Risk Management Plan.**
- **Stress Policy**

Actions:

- **Copies of all policies to be forwarded to Councillor Bob Budd.**
- **Clerk to contact NALC to ascertain whether they have adopted gender neutral language throughout Model Standing Orders.**

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

The Clerk advised councillors that prior to the 2023 May elections, activities already started under the General Power of Competence before August 2021 under the previous Clerk, remain eligible for the purpose of completing that activity, but that new projects cannot be started under the power until it is able to make the formal decision that it meets the criteria with a suitably qualified Clerk in post. Until this time, should a new project commence, Felpham Parish Council can identify whether it has a specific power under the Local Government Act.

The meeting closed at 6.52 p.m.

Approved.....Chairman

Date

