

**MINUTES OF THE
ANNUAL PARISH COUNCIL MEETING
HELD AT ST MARY'S CENTRE, FELPHAM
14th May 2019**

PRESENT: Councillors: D Smart, Mrs M Harvey, M Harvey, G Matthews, G Grundy, Mrs R Kissell, P English, G Hewlett, M Copeland, M Rumsey, Miss A Barker and Mrs G Moss.

APC 1. APOLOGIES FOR ABSENCE:

Councillors Mrs J Wild had sent her 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. 2018/98 CHAIRMAN'S REPORT:

Copies of the current Chairman' Report for 2018/19 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 M Rumsey and seconded by Councillor Mrs G Moss.

On an unanimous vote Councillor D Smart was duly elected as Chairman of Felpham Parish Council for the municipal year 2019/20, and signed the acceptance of office form accordingly.

The new Chairman made his Declaration of Acceptance of Office.

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 D Smart and seconded by Councillor M Rumsey.

On an unanimous vote Councillor Mrs G Moss was duly elected as Vice-Chairman of Felpham Parish Council for the municipal year 2019/20.

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, with a proposer and seconder being required for each nomination.

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.

Finance & Administration:

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

On a vote the members of this Committee for 2019/20 were unanimously agreed.

Planning, Licensing & NP:

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

Substitute Member: Mrs R Kissell.

On a vote the members of this Committee for 2019/20 were unanimously agreed.

Allotments and Open Spaces:

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

On a vote the members of this Committee for 2019/20 were unanimously agreed.

Projects Committee:

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

Substitute Members: G Hewlett and M Rumsey.

On a vote the members of this Committee for 2019/20 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 Mrs G Moss as the main representative of the Council, this was seconded by Councillor D Smart.

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

On a vote of 4 for Councillors for Mrs R Kissell and 6 for Councillor P English, Councillor P English was duly elected as the Council's representative on JWAAC.

One nomination was received for the position of deputy representative.

Councillor Mrs R Kissell was nominated Councillor G Matthews, this was seconded by Councillor M Copeland.

On an unanimous vote Councillor Mrs R Kissell was duly elected as the deputy representative on JWAAC for 2019/20.

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

Councillor M Copeland had been proposed by Councillor P English 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 2019/20.

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

Councillor Mrs R Kissell was proposed by Councillor G Matthews and seconded by Councillor G Hewlett. No other nominations were received.

It was therefore unanimously agreed that Councillor Mrs R Kissell be the Council representative on this group for 2019/20.

West Sussex ALC Ltd: Councillor Mrs G Moss

Arun District Association of Local Councils: to be determined at a future meeting.

APC 8. TO CONFIRM THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 1ST MAY 2018:

The minutes had been previously **APPROVED** by the Main Council, at its meeting on the 5th June 2018.

APC 9. MATTERS ARISING:

There were no matters arising.

APC 10 TO APPROVE THE CONTINUED ADOPTION OF THE POWER OF GENERAL COMPETENCE AND THE FOLLOWING POLICIES OF THE COUNCIL:

As this was the start of a new municipal year for the Council the meeting was requested to confirm and approve the policies and procedures of the Council including the re-adoption of the Power of General Competence.

It was proposed by Councillor D Smart, seconded by Councillor M Copeland and unanimously RESOLVED that the following policies and procedures be approved unanimously for the forthcoming municipal year 2019/20:

- * **Standing Orders 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.**

And that the Council re-adopt the Power of General Competence for this forthcoming year.

The meeting closed at 6.42 p.m.

Approved.....Chairman

Date