

## Minutes of the Annual General Meeting

The Annual Meeting of the Great Baddow Parish Council was held at 7:30 pm on **Monday 8<sup>th</sup> May 2017** in Committee Room 1 at The Parish Hall, Great Baddow.

Present: Councillors Mrs C Shaw, T Miller, Mrs M Miller, Mrs V Sadowsky, K Liley, K Ronaldson, J Fuller, Mrs V Chiswell and Mrs S Young

In Attendance: The Clerk of the Council and the Assistant Clerk

### **70/17 Election of Chairman**

Cllr Mrs C Shaw called for nominations for the position of Chairman of the Parish Council. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky that Cllr Mrs J Sosin, with her prior agreement, be elected Chairman for the year 2017/2018. This was agreed unanimously.

Cllr J Fuller entered the meeting at 7.33pm.

### **71/17 Chairman to sign the Declaration of Acceptance of Office**

Cllr Mrs C Shaw proposed that Cllr Mrs J Sosin should sign the Declaration of Acceptance of Office upon her return from holiday, at a suitable time to be arranged with the Clerk. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young. This was agreed unanimously.

### **72/17 Election of Vice Chairman**

Cllr Mrs C Shaw called for nominations for the election of Vice Chairman. It was proposed by Cllr Mrs M Miller and seconded by Cllr Mrs V Chiswell that Cllr Mrs C Shaw be elected as Vice Chairman for the year 2017/2018. This was agreed unanimously.

### **73/17 Apologies for Absence**

Apologies for absence were received from Cllrs Mrs D Ronaldson, Mrs J Sosin, A Sosin and G Jarvis.

### **74/17 To check entries in the Councillors' Register of Interests and to make any necessary amendments**

The Clerk reminded all councillors to check their Register of Interests, and if they had not already done so, to notify the office within 28 days of whether or not any changes were required.

The Register of Interests can be accessed on the Chelmsford City Council website, but the Clerk informed the councillors that some of the registers are not up to date, and any councillor wishing to query or amend their Register should contact the office.

### **75/17 To appoint Committee Members and Chairmen**

It was proposed by Cllr Mrs C Shaw and seconded by Cllr K Liley that the committee membership and Chairman for 2017/18 should be appointed as follows:



#### Finance and General Purposes Committee

One change was made to the membership so that Mrs V Chiswell, the new Chairman of the Parish Hall and Bell Centre Committees, will take the place of Mrs V Sadowsky, the outgoing Chairman of that committee.

Cllrs Mrs C Shaw (Chairman), A Sosin (Vice Chairman), Mrs J Sosin, T Miller, Mrs D Ronaldson, K Ronaldson, G Jarvis, Mrs S Young and Mrs V Chiswell.

#### Organisation, Methods & Personnel Committee

Cllrs Mrs S Young (Chairman), Mrs C Shaw (Vice Chairman), K Ronaldson, Mrs D Ronaldson, A Sosin, Mrs J Sosin, G Jarvis and Mrs V Chiswell

#### Grounds Committee (including Allotments)

Cllrs Mrs S Young (Chairman), K Ronaldson (Vice Chairman), T Miller, Mrs V Sadowsky, Mrs D Ronaldson, A Sosin, J Fuller and K Liley

#### Parish Hall Committee (including Bell Centre)

Cllrs Mrs V Chiswell (Chairman), Mrs D Ronaldson (Vice Chairman), Mrs M Miller, K Liley, J Fuller and Mrs V Sadowsky

#### Highways and Amenities Committee

Cllrs K Liley (Chairman), A Sosin (Vice Chairman), Mrs M Miller, T Miller, Mrs J Sosin, J Fuller and Mrs V Chiswell

#### Planning Committee

Cllrs A Sosin (Chairman), Mrs D Ronaldson (Vice Chairman), Mrs J Sosin, Mrs C Shaw, K Ronaldson and G Jarvis

#### Centenary Award Committee and Burgess Award Committee

The Parish Council, at its meeting on 11<sup>th</sup> July 2016, had passed a Motion agreeing to combine the Centenary and Burgess Award Committees into one Award Committee and to revise the membership of the joint Committee. It had been agreed to delay implementation of the decision until 2017/18, and the Clerk confirmed that to date no discussion had taken place with the existing committee members. There was some discussion of the previous decision, and a vote was taken with the result of 7 in favour of the merger and 2 abstentions. It was agreed that the Clerk would recirculate the criteria for the two awards and that the matter of the committee's membership would be discussed at the Council meeting on 12<sup>th</sup> June 2017. Cllr J Fuller agreed to prepare initial proposals for consideration. Proposed by Cllr Mrs C Shaw and seconded by Cllr K Liley. This was agreed unanimously.

The Chairman and Vice Chairman of the Council will be ex officio members of all committees.

#### **76/17 Parish Council Representatives for external bodies and organisations and working groups**

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that the Parish Council representatives should be appointed to the positions as follows:

#### Health, Safety and Welfare at Work Committee

Cllrs K Ronaldson and K Liley

Staff representatives Miss A Wood, Mrs M Dixon, Mr A Coleman and one vacancy.

The Committee will be asked to consider its membership at its next meeting.

Bell Centre and Youth Provision Working Group

Cllrs Mrs J Sosin, Mrs C Shaw, Mrs V Sadowsky, T Miller and Mrs V Chiswell

Business Continuity and Risk Management Working Group

Cllrs Mrs C Shaw, K Ronaldson, J Fuller, K Liley and Mrs V Chiswell

Staff Handbook Working Group

Cllrs Mrs S Young, Mrs D Ronaldson, K Ronaldson and the Clerk of the Council

Community Association Working Group

Cllrs A Sosin, Mrs J Sosin, Mrs C Shaw, T Miller, Mrs M Miller and Mrs S Young

Grounds Review Working Group

Cllrs Mrs S Young, K Ronaldson, A Sosin and the Clerk of the Council

Winter Weather Policy – Designated Councillor

Cllr K Ronaldson (Deputy – Cllr T Miller)

Essex Association of Local Councils - Cllr Mrs J Sosin (or representative)

Larger Local Council's Forum - Cllr Mrs J Sosin (or representative)

Association of Chelmsford District Councils - Cllr A Sosin (or representative)

Parish Passenger Representative - Cllr K Liley (or representative)

Great Baddow Parochial Charities: (Next appointment in 2020)

Mrs C Beck, Mrs M Heelis and Mrs J Pavey

There being no further business the meeting was closed at 8.00 pm.

Signed.......... Chairman

Dated..12th June 2017