

MOUNTNESSING VILLAGE COUNCIL
The Annual Meeting of the Village Council
St. John's Hall, Monday 15th May at 7pm

Minutes

Attended by: Cllr Slevin, Cllr Cloke, Cllr Payne, Cllr Dale, Cllr Hyde and Cllr McKinney and L Fajimolu (Clerk)

23/74. To receive and agree apologies for absence. (Clerk)

Apologies were received and noted from ECCLr Lesley Wagland, BBCLr Darryl Sankey and BBCLr Gorton.

23/75. Re-election of Chair and Vice Chair, signing of declaration forms by all council members (Clerk)

Cllr Andrew Slevin was proposed for Chairman by Cllrs Cloke and Dale. A show of hands produced a unanimous vote.

Cllr Cloke was proposed as Vice Chair by Cllrs Slevin and McKinney. A show of hands produced a unanimous vote.

The necessary declaration forms were signed by all councillors and witnessed by the clerk.

23/76. To approve minutes of the Annual Meeting held in June 2022

Minutes were unanimously agreed and signed by the Cllr Slevin

23/77. 2023/24 Roles, Responsibilities and Committees (Chair)

The Chair explained to the new council that various roles and responsibilities needed to be distributed out to members of the council and explained what the responsibilities and committees were for.

Planning & Highways Committee – Chair Cllr Cloke. The committee will be joined by Cllrs Payne, Dale and Hyde. Cllr Cloke will be arranging training with Brentwood Borough Planning Department.

Personnel Committee – Chair Cllr Slevin. The committee will be joined by Cllrs Cloke, Dale and Payne.

Village Events Committee – Chair Cllr Slevin. The committee will be joined by Cllrs Dale, Payne, Mckinney, Cloke and Hyde. Cllr Hyde will be responsible for Risk Assessments and any required legislation.

Areas of the village are also monitored by village councillors, and these were appointed as follows:

Playarea/Coronation Field and Village Hall Car Park – Cllr Cloke

Bus Shelters – Cllr McKinney

Water Meadows – Cllr Dale

Village Green and Notice Board – Cllr Hyde

Mountney Close and Burnthouse Lane are – Cllr Payne

23/78. Annual adoption of Standing Orders and Financial Regulations and policies for approval (All)

Standing Orders and Financial Regs were duly approved by unanimous show of hands. The following policies were also ratified by council: Data Protection, Equal Opportunities, Health & Safety, Lone Working Policy, Code of Conduct, Complaints Procedures, Privacy Notice, Requests for Handling Data, Retention of Documents, and Safeguarding.

23/79. Review of inventory of land and assets (All)

Review was approved, however Cllr Cloke requested that the power supply and Defibrillator be added to the inventory. Clerk to arrange for this to be added to the schedule.

23/80. Confirmation of Insurance Cover in respect of all insured risks (Clerk)

Clerk confirmed that we hold full insurance covered by Zurich Insurance.

23/81. Councils and/or staff subscriptions to other bodies (EALC/NALC/ICO) (Clerk)

Confirmation of annual subscriptions for EALC, NALC, ICO were made to the meeting by the clerk. Cllr Cloke confirmed BBPCA also be added to the subscription list.

23/82. Forthcoming meetings (Clerk)

The dates for future meeting until January 2024 were confirmed by all councillors and these will be sent to the booking clerk at St Johns Hall to confirm bookings for monthly meetings.

23/83. Training (Chair/Clerk)

Cllr Slevin explained to the council that training would be required of all councillors, and this would be conducted by EALC. Clerk confirmed that a list of training dates was now available and that this would be distributed to councillors for them to choose a date to attend at their own convenience. Cllr McKinney to confirm date of last training.

The Annual Meeting closed at 7.31pm