

**Those present:**

Cllr Smith (Chair)  
Cllr Denney  
Cllr Ewing  
Cllr Middleton  
Cllr Munson  
Michelle Curtis (Parish Clerk/RFO)

**1. Election of Chair**

Cllr Munson nominated Cllr Smith of Tolleshunt D’Arcy Parish Council for the ensuing municipal year. Cllr Ewing seconded this nomination. The nomination was agreed upon unanimously. Cllr Smith was declared Chair of Tolleshunt D’Arcy Parish Council for the ensuing municipal year. The Chair and the Proper Officer signed the Declaration of Acceptance of Office.

**2. Election of Vice-Chair**

Cllr Smith nominated Cllr Middleton of Tolleshunt D’Arcy Parish Council for the ensuing municipal year. Cllr Denney seconded this nomination. The nomination was agreed upon unanimously. Cllr Middleton was declared Vice-Chair of Tolleshunt D’Arcy Parish Council for the ensuing municipal year.

**3. Apologies for Absence**

Apologies were received and accepted from Cllrs Evans and Henderson.

**4. Declarations of Interest**

There were no declarations of interest disclosed.

**5. Public Forum**

There were no members of the public present.

**6. Minutes**

**Resolved:** The Minutes of the Parish Council Meeting held on 29<sup>th</sup> April 2025 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

The Chair signed the Minutes.

**7. Committees and Representatives**

Election of Lead representatives for the forthcoming year:

- a) Lead Member for Public Rights of Way – Cllr Henderson
- b) Lead Member for Highways and Road Safety – Cllr Denney
- c) Lead Member for Planning Matters and Trees – Cllrs Evans and Ewing
- d) Lead Member for Recreation Ground – Cllr Middleton
- e) Lead Member for Burial Ground – Cllr Henderson

- f) Lead Member for Local Council Award Scheme – Cllr Smith
- g) Lead Member for the Village Hall Working Group – Cllr Evans
- h) Personnel Committee Members – Cllr Denney, Henderson, Middleton
- i) Defibrillators – Cllr Middleton

## **8. Policies and Procedures**

### **8.1 Standing Orders**

**Resolved:** Unanimously agreed to approve the proposed amendments to the Standing Orders. The Standing Orders V6.0 were adopted.

### **8.2 Financial Regulations**

**Resolved:** Unanimously agreed to approve the proposed amendments to the Financial Regulations. The Financial Regulations V5.0 were adopted.

### **8.3 Compliments and Complaints Procedure**

Councillors reviewed the Compliments and Complaints Procedure. There were no changes.

### **8.4 Disciplinary Procedure**

**Resolved:** Unanimously agreed to approve the proposed amendments to the Disciplinary Procedure. The Disciplinary Procedure V2.0 was adopted.

### **8.5 Grievance Policy**

**Resolved:** Unanimously agreed to approve the proposed amendments to the Grievance Policy. The Grievance Policy V2.0 was adopted.

### **8.6 Grant Awarding Policy**

**Resolved:** Unanimously agreed to approve the proposed amendments to the Grant Awarding Policy. The Grant Awarding Policy V2.0 was adopted.

### **8.7 Media Policy**

Councillors reviewed the Media Policy. There were no changes.

### **8.8 Reserves Policy**

Councillors reviewed the Reserves Policy. There were no changes.

### **8.9 Training Policy**

**Resolved:** Unanimously agreed to approve the proposed amendments to the Training Policy. The Training Policy V3.0 was adopted.

### **8.10 Email Policy**

Councillors reviewed the Email Policy. There were no changes.

### **8.11 Social Media Policy**

**Resolved:** Unanimously agreed to approve the proposed amendments to the Social Media Policy. The Social Media Policy V2.0 was adopted.

**8.12** Councillors to sign and agree that they have read and understood the Social Media and Email Policy

Councillors present agreed that they had read and understood the Social Media and Email Policy. Councillors signed the necessary form to confirm that they have read and understood the Social Media and Email Policy

**8.13** Investment Policy

**Resolved:** Unanimously agreed to adopt the new Investment Policy V1.0.

**9. Terms of Reference**

Councillors reviewed the Terms of Reference for the Personnel Policy.

**10. Banking Arrangement**

A review of the bank signatories was carried out.

Unity Trust Account

**Resolved:** Bank signatories would be as follows:

Wayne Middleton (Authoriser)

Richard Evans (Authoriser)

Maggie Henderson (Authoriser)

Michelle Curtis (Submit Payments)

**11. Subscriptions**

**Resolved:** Unanimously agreed to have membership with EALC/NALC, the SLCC and the RCCE in 2025/26.

**12. Appointment of Internal Auditor**

Members were asked to confirm that Maurice Howard will continue to provide the Council's internal audit.

**Resolved:** Unanimously agreed that Maurice Howard would continue to provide the Council's internal audit.

**13. Register of Members' Interests**

The Chair reminded Councillors to update their Register of Interests.

**14. Meeting Schedule**

**Resolved:** The meeting schedule for 2025/26 was unanimously agreed upon.

**15. Dates of the Next Meeting**

Tuesday 27<sup>th</sup> May 2025 – Full Council Meeting – 7.30 pm

The Chair closed the meeting at 7.39 pm.

Signed:.....

Date:.....