

Those present:

Cllr Smith (Chair)
Cllr Middleton
Cllr Munson
Cllr Reeve
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 Middleton 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 Reeve 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 Ewing, Denney 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 28th April 2026 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 – Cllrs Henderson and Reeve
- b) Lead Member for Highways and Road Safety – Cllr Denney
- c) Lead Member for Planning Matters and Trees – Cllr Ewing
- d) Lead Member for Recreation Ground – Cllr Middleton
- e) Lead Member for Burial Ground – Cllrs Henderson and Reeve

- f) Lead Member for Local Council Award Scheme – Cllr Smith
- g) Lead Member for the Village Hall Working Group – Not required at this time
- h) Personnel Committee Members – Cllr Denney, Henderson, Middleton
- i) Defibrillators – Cllr Middleton

8. Policies and Procedures

8.1 Standing Orders

Councillors reviewed the Standing Orders. There were no changes.

8.2 Financial Regulations

Resolved: Unanimously agreed to approve the proposed amendments to the Financial Regulations. The Financial Regulations V6.0 were adopted.

8.3 Compliments and Complaints Procedure

Resolved: Unanimously agreed to approve the proposed amendments to the Compliments and Complaints Procedure. The document will be renamed Feedback, Compliments and Complaints Procedure V4.0

8.4 Disciplinary Procedure

Councillors reviewed the Disciplinary Procedure. There were no changes.

8.5 Grievance Policy

Councillors reviewed the Grievance Policy. There were no changes.

8.6 Grant Awarding Policy

Councillors reviewed the Grant Awarding Policy. There were no changes.

8.7 Media Policy

Councillors reviewed the Media Policy. There were no changes.

8.8 Reserves Policy

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

8.9 Training Policy

Councillors reviewed the Training Policy. There were no changes.

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 V3.0 was adopted.

8.12 Investment Policy

Councillors reviewed the Investment Policy. There were no changes.

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)

James Denney (Authoriser)

Vanessa Reeve (Authoriser)

Michelle Curtis (Submit Payments)

The following Councillors are to be removed as signatories:

Richard Evans (Authoriser)

Maggie Henderson (Authoriser)

11. Subscriptions

Resolved: Unanimously agreed to have membership with EALC/NALC, the SLCC, the RCCE and Council Wise in 2026/27.

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 for 2026/27.

13. Register of Members’ Interests

The Chair reminded Councillors to update their Register of Interests.

14. Meeting Schedule

Resolved: The meeting schedule for 2026/27 was unanimously agreed upon.

15. Dates of the Next Meeting

Tuesday 26th May 2026 – Full Council Meeting – 7.30 pm

The Chair closed the meeting at 7.37pm.

Signed:.....

Date:.....