



Minutes of the
Kessingland Parish Council Annual General Meeting
on Wednesday 17th May 2023
held in the Council Chamber, Marram Green, NR33 7AH.

Members present:	Cllrs D. Boyle, R. de Brea, C. Cook, M. Dunne, I. Graham, A. Green, S. James, J. McLean, B. Saunders & L. Truman
Other Cllrs in attendance:	None
Others present:	None
Clerk to the Meeting:	N. Coleby (Parish Clerk) S. Hogg (Deputy Clerk) D. Blowers (Admin/Committee Clerk)

1. **Meeting Housekeeping by the Clerk.**

The Chair welcomed everyone to the meeting and explained the meeting protocol. It was noted that a letter from the Working Men's Club was sent, congratulating everyone who took part in the recent Coronation events and making sure it was such a successful day. A minute's silence was then held for the previous Vice Chair of council, Pat Wernham, who had recently passed away.

2. **Swearing of the Oath of Office by Councillors.**

The councillors declared their oath together and signed their declaration of acceptance of office which was witnessed by the Parish Clerk.

3. **Election of Chair of Council.**

The current Chair of the council, Cllr McLean, informed councillors that she would not be standing for Chair of the Council this year and thanked them for all their support during her time as Chair. She asked for nominations for the position of Chair of the Council and Cllr Green proposed Cllr Graham. This was seconded by Cllr Boyle. As there were no other nominations, the Chair called for a vote. Eight members voted for Cllr Graham, with one abstention. One councillor did not vote as they did were new and did not know the candidate. Therefore Cllr Graham was elected as Chair for 2023-4.

4. **Signing of Oath of Office by the Chair.**

The Clerk provided Cllr Graham with his Oath of Office which Cllr Graham read out to the meeting and signed.

5. **Welcome.**

Councillor Ian Graham thanked the rest of the council for their nomination and for electing him as Chair.

6. **Election of Vice Chair of Council.**

The Chair asked for nominations for the position of Vice-Chair of the Council and Cllr Truman proposed Cllr Boyle, seconded by Cllr McLean. The Chair asked if there were any other nominations and when none were received, he moved the vote. Eight members voted for Cllr

Boyle, with one abstention. One councillor did not vote as they did were new and did not know the candidate. Therefore Cllr Boyle was elected as Chair for 2023-4.

7. **Signing of Oath of Office of the Vice-Chair.**

The Clerk provided Cllr Boyle with his Oath of Office which Cllr Boyle read out to the meeting and signed.

8. **Apologies for Absence.**

Apologies were received from Cllr Dunne. Cllr McLean proposed acceptance of the apologies. This was seconded by Cllr James with all in favour.

9. **Declarations of Interest.**

9.1 There were no Declarations of Disclosable Pecuniary Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests nor dispensations granted.

9.2 All councillors were reminded to review their Register of Interests held by East Suffolk Council and update as appropriate. Should any councillor need help or have forgotten their log in details, they were advised to speak to the Parish Clerk.

10. **Minutes of the last Annual General Meeting.**

The Chair noted that the minutes of the 2022 AGM had been circulated and asked if councillors felt they were a true and reliable record of the meeting. Cllr Boyle raised that Minute 12 Cllr Cook was recorded as the council representative on Kessingland Help In Need when the representative is Cllr Dunne. With this amendment Cllr Boyle proposed acceptance of the minutes, Cllr Graham seconded with all in favour.

11. **Public Forum.**

During each meeting the council will hold a public forum for a maximum period of 10 minutes. During this time, residents will have a maximum of 3 minutes each to put views/questions to the Chair regarding matters on the agenda. Where possible the Chair will respond but the matter may have to be deferred and placed on a later month's agenda for discussion. No Public were present at meeting.

12. **Council policies and procedures.**

The Chair noted that the council policies and procedures had been circulated and asked if council would like to take them one by one or en masse.

12.1 **Standing Orders. (App3)**

Cllr James proposed adoption of the Standing Orders. This was seconded by Cllr Cook with all in favour.

12.2 **Financial Regulations. (App4)**

Cllr James proposed adoption of the Financial Regulations. This was seconded by Cllr Cook with all in favour.

12.3 **Code of Conduct. (App5)**

Cllr James proposed that the current Code of Conduct is adopted, this was seconded by Cllr Cook with all in favour.

12.4 **Policies.**

The Chair advised councillors that item p. London Bridge Policy would not be included in the policies which were being considered for adoption as this policy will by necessity change and the council is not yet aware of what changes will be involved. The Chair then asked if any councillors had anything to raise with regard to policies. Cllr James proposed that all of the following policies, as per the meeting agenda but with that exception, should be adopted and this was seconded by Cllr Cook with all in favour.

- a. Communications Policy (App6)
- b. Community Engagement Policy (App7)
- c. Complaints Procedure (App8)
- d. Co-option Policy & Procedure (App9)
- e. Data Protection Policy (App10)
- f. Dignity at Work Policy (App11)
- g. Disciplinary Policy and Procedure (App12)
- h. Disciplinary Rules (App13)
- i. Dispensation of Interests Procedure (App14)
- j. Employee Code of Conduct (App15)
- k. Equality Policy (App16)
- l. Grant Policy (App17)
- m. Grievance Policy & Procedures (App18)
- n. Health & Safety Policy (App19)
- o. Internal Controls Statement (App20)
- p. Not included
- q. Lone Worker Policy (App22)
- r. Memorial Policy (App23)
- s. Petty Cash Policy & Procedures (App24)
- t. Public Participation in Council Video Policy (App25)
- u. Reserves Policy (App26)
- v. Safeguarding Policy (App27)
- w. Social Distancing Policy (App28)
- x. Training & Development Policy (App29)
- y. Video Meetings Protocol (App30)
- z. Whistleblowing Policy & Procedure (App31)
- aa. Youth Café Anti-bullying Policy (App32)
- bb. Youth Café Complaints and Grievance Policy (App33)
- cc. Youth Café Confidentiality & Data Protection Policy (App34)
- dd. Youth Café Health & Safety Policy (App35)

13. To note any vacancies on the council and consider commencing the council's co-option procedure to fill those vacancies. (App36)

Cllr Saunders proposed commencing the council's co-option procedure which was seconded by Cllr Boyle with all in favour for the co-option to progress.

14. To review and adopt committee arrangements and delegated authority.

14.1 Committees.

14.1.1 Cllr Boyle proposed adoption of the council's Terms of Reference for committees, sub-committees, working groups and forums en masse. This was seconded by Cllr McLean with all in favour.

14.1.2 Councillors noted the circulated membership of the committee and that there were two committees which needed an extra councillor to reach the committees minimum membership. Cllr De Brea volunteered to join those committees until such time as new councillors could be co-opted.

Climate, Culture, Communities & Development

Cllrs De Brea, Cook, Graham, Green, James, McLean, Saunders & Truman

Emergency Planning Committee

Cllrs Boyle, Dunne, Green, James & McLean

Events and Communications Committee

Cllrs Boyle, de Brea, Cook, McLean & Truman

Finance & Governance Committee

Cllrs Graham, Green, McLean, James & Saunders

Cllr McLean proposed adoption of the charges schedule and Cllr Cook seconded with all in favour.

- 14.1.5 Councillors considered the list of other local authorities, not for profit bodies and businesses with whom the Council has existing arrangements (including legal agreements) and Cllr Boyle proposed that the council continue with those arrangements, this was seconded by Cllr Green with all in favour.

14.2 Officer delegations and signatory delegations.

As these delegations were all detailed in a single paper Cllr James proposed that the council should approve continuance of the existing delegations, signatories and auditing roles as contained in the paper (which is addended at the end of the minutes). This was seconded by Cllr Green with all in favour.

15. [To review and appoint representatives of the Council on other bodies and arrangements for representatives reporting to Council.](#)

Councillors consider the appendix detailing the internal responsibilities and the external representations and the input which councillors had provided to compile the paper and were happy with the individuals named in the document which were:

Parish Council Responsibilities

Organisation	Representative
Beach Wardens	Cllr D. Boyle (North), Cllr S. James, (South)
Kessingland Community Garden Co-ord	Cllr J. McLean with Cllr de Brea
Hidden Needs Forum	Cllrs D. Boyle, C. Cook, J. McLean & L. Truman
Kessingland Events Group	All members of the Events Committee
Marsh Warden	Cllr D. Boyle
Deputy Marsh Warden	David Fox
Village & Beach Clean Up Co-ordinator	Cllr D. Boyle
Kessingland Community Fridge	Cllrs C. Cook, J. McLean & L. Truman

There were no nominations for the Community Speedwatch & SID Co-ordinator. As this had been a matter raised by a former councillor and previous history with Community Speedwatch in the village, it was agreed that the council would not appoint anyone and would not progress Community Speedwatch unless a co-opted councillor or volunteers from the community are willing to lead the project. Collecting data from the S.I.D would be carried out by a member of staff of the council as this does provide good evidence of numbers of vehicles and any speed issues.

Representatives on Council-Led Liaison Forums

Kessingland Community Fridge	Cllrs, Cook, McLean & Truman
Kessingland Events Group	All members of the Events Committee
Kessingland Hidden Needs Forum	Cllrs Boyle, Cook, McLean & Truman
Kessingland Youth Culture Board	Chair & Vice-Chair of the Council with Cllrs McLean & Truman

Representatives to External Organisations

Organisation	Representative
Benacre & Kessingland Flood Group	Cllr M. Dunne
Compass Suite Trust	Cllr M. Dunne only
Kessingland in Need Trust	Cllrs D. Boyle & L. Truman
Kessingland Sports & Social Club	Cllrs C. Cook & J. McLean
Safer Neighbourhood (Police Liaison)	Cllr. L. Truman
Suffolk Bus Passenger Interest Group	Cllr A. Green
East Suffolk Community Partnership	Cllr J. McLean & the Clerk + 1 Reserve: Cllr Ian Graham
SALC inc. East Suffolk Forum	Cllr R. de Brea
SALC & NALC Climate Forum	Cllrs R. de Brea, A. Green, J. McLean & the Clerk (No limit)

Cllr Saunders proposed that all those indicated in the paper as well as any additions at the meeting be appointed to those representative roles, this was seconded by Cllr James with all in favour.

16. **To review and consider adoption of the meeting schedule for 2023-2024.**

It was noted that this way a working document and that committees could consider their meeting dates and time at their first meeting and any changes will be updated. Cllr Cook proposed that the meeting schedule as circulated as an appendix should be adopted at the meeting calendar for the year. This was seconded by Cllr Green with all in favour.

17. **To consider receipt of summonses to meetings electronically.**

Cllr Green proposed that the council should continue to use electronic meeting summonses for the May 2023 - May 2024 council year. This was seconded by Cllr McLean with all in favour.

18. **It was noted that, as more than two-thirds of the council have been elected, the first part of the criteria for the council to exercise the General Power of Competence however the Clerk has not completed the CiLCA. When this criteria is reached the council will make arrangements to exercise the General Power of Competence.**

19. **It was noted that the first part of the Precept has been received from East Suffolk Council for the amount of £77,577.**

20. **It was noted that a payment for Community Infrastructure Levy (CiL) has been received from East Suffolk Council for the amount of £1,704.40.**

21. **It was noted that the Internal Audit would take place on 12th of June and that the paperwork for the External Audit would be considered at subsequent ordinary meetings of Council.**

22. **To review the Council's Asset Register.**

The Chair noted that the Asset Register at the 31st of March 2023 had been circulated. Cllr A. Green proposed approval of the register. This was seconded by Cllr J. McLean with all in favour.

23. **To confirm the arrangements for insurance cover.**

The Chair noted that a report had been circulated and the council has a three-year policy which concludes later this year. The paper proposes the Chair of Finance & Governance and the RFO should consider the current insurance and draw up an insurance specification in order to get quotes for the council's insurance and bring the quotes to F&G for scrutiny so that F&G can make a recommendation to parish council. Cllr A. Green proposed that this process be actioned and Cllr McLean seconded with all in favour.

24. **To review and consider continuation of the Council/Staff subscriptions and fees with external bodies.**

Council considered the paper that was circulated for this and Cllr A. Green proposed that the council should continue with the current list which Cllr James seconded with all in favour.

25. **To review and consider continuation of the council's Direct Debits/Standing Orders and provision of other Direct Debits/Standing Orders which would be beneficial to the council including delegations for pay, HMRC, Pensions & Youth Club**

The chair noted that a paper had been circulated. Cllrs were happy with the details in the paper (attached to these minutes) and Cllr C. Cook proposed continuing with the paper as a whole. This was seconded by Cllr S. James with all in favour.

26. **To review and consider continuing SALC provision of payroll services and to confirm annualised staff salaries and organisation of automatic payment of staff core salaries.** Cllr S. James proposed continuing with this process which Cllr B. Saunders seconded with all in favour.
27. It was noted that the date of the next Council AGM will be the Wednesday 8th May 2024 and next ordinary meeting of the Parish Council will be the Wednesday 14th June 2023 at 7.00pm.
28. A vote of thanks and recognition was given to councillors all councillors who had served over the last four years with the council however three individuals were recognised for their commitment to the council.

Cllr Letitia Smith had been a great support for the work of the council as East Suffolk councillor for the village and especially in relation to a lot of the work carried out through the Community Partnership and working with the parish council during the pandemic on Hidden Needs within the village.

Cllr Billy Nicholls who was hands on with doing work for the council whether it was taking on running the allotments and putting in place better management of the sites as well as getting water installed to the allotments and getting the accessibility ramp put into the Church Road Allotments. He conceived the Kessingland Remembers project as he felt there was a space for that form of memorial in the village especially as memorial benches are out of a lot of families means. He also took on the responsibility of being a council signatory and was meticulous in this role. Whenever anyone needed a hand with a project Billy would volunteer. Cllr Barry Burden was the father of the council as the longest serving councillor. Even Barry was unsure how long he has actually been on the council. Barry was the long-standing Chair of the Finance & Governance Committee with a tremendous memory for council facts and figures and a very practised eye for scrutiny and ensuring that the council operated properly and that public funds were used for the community. Barry was also supportive of the changes to the councils' processes in order to make the council more transparent to the community.

The council wishes to recognise the great service that each of these three in particular, but also those who have been elected or co-opted over the last four years, for all that they had done for making Kessingland a great place to live and work.

29. **Close of meeting**
Meeting closed at 20.32pm