

FELBRIDGE PARISH COUNCIL

Meetings are held on the first Thursday of each month (except January and August)
at 7.30pm in the Village Hall

Minutes of the Annual Meeting which took place on 2nd May 2024 at 7.30pm in Felbridge Village Hall

Present: Cllr. Jeremy Clarke Cllr. Jane Groom
Cllr. Stephen Hall Cllr. Alex Horwood
Cllr. Bridget Huntington

Mr. Nigel Lea
Mrs. Patricia Slatter (in attendance)

1. **APOLOGIES FOR ABSENCE**
Apologies were received from Cllr. Ian McBryde
2. **ELECTION OF CHAIRMAN**
It was proposed by Cllr. Horwood and seconded by Cllr. Clarke that Cllr. Huntington be re-elected Chairman for the year 2024-2025.
3. **ELECTION OF VICE-CHAIRMAN**
It was proposed by Cllr. Hall and seconded by Cllr. Groom that Cllr. Ian McBryde be re-elected as Vice-Chairman for 2024-2025.
4. **ELECTION OF PLANNING COMMITTEE CHAIRMAN**
All councillors approved the re-appointment of Cllr. Clarke as Chairman of Planning for the year 2024-2025
5. **CO-OPTION**
It was proposed by Cllr. Bridget Huntington and seconded by Cllr. Horwood that Nigel Lea be co-opted as a member of Felbridge Parish Council. Having signed his Declaration of Acceptance of Officer, Cllr. Lea joined the meeting.
6. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**
Action: The Clerk will provide Cllr. Lea with a Disclosure of Interests form from TDC. There were no additions to the declarations already disclosed
8. **MINUTES OF ANNUAL MEETING HELD ON 1st June 2023**
The Minutes of the Meeting held on 1st June 2023 were approved and signed.
9. **APPOINTMENT OF REPRESENTATIVES**

Planning Applications	All Councillors
Footpath Sub-Committee	All Councillors
Tree Officer and Tree Warden	Cllr. Jeremy Clarke
Transport Officer	Cllr. Ian McBryde
Waste Disposal Forum	Cllr. Jeremy Clarke
Beef & Faggot Trust	Cllr. Bridget Huntington
Felbridge Sports & Recreation Association	Cllr. Bridget Huntington

9. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**
Reviewed and approved. It was noted that a new version of the model Financial Regulations Policy was due to be provided by SALC and would be reviewed at a future meeting.
10. **REVIEW OF RISK ASSESSMENT AND ASSET REGISTER**
The Risk Assessment was reviewed and approved.
The Asset Register was reviewed, approved and signed by the Chairman and RFO
11. **REVIEW OF ALL POLICIES (available on the FPC website)**
All policies were reviewed and approved.
12. **BUSINESS FOR NEXT MEETING** None

The meeting closed at 7.45pm

Patricia Slatter
Clerk and Responsible Finance Officer
Felbridge Parish Council