

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 held on Thursday 2nd May 2019 **at 7.00pm in the Village Hall**

Present: Cllr. Jeremy Clarke (Chairman) Cllr. Georgina Chapman
Cllr. Bridget Huntington Cllr. Joan Harwood
Cllr. Jo King Cllr. Ian McBryde (Vice-Chairman)
Mrs Patricia Slatter (in attendance)

1. **APOLOGIES FOR ABSENCE**

None

2. **ELECTION OF CHAIRMAN**

It was proposed by Cllr. Jeremy Clarke and seconded by Cllr. Joan Harwood that Cllr. Georgina Chapman be elected Chairman for 2019-20. This was unanimously agreed.

3. **ELECTION OF VICE-CHAIRMAN**

It was proposed by Cllr Bridget Huntington and seconded by Cllr Jo King that Cllr. Ian McBryde be re-elected as Vice-Chairman for 2019-20. This was unanimously agreed.

4. **CO-OPTIONS**

There were no co-options.

5. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

All councilors signed their declarations which were countersigned by the Clerk.

6. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**

There were no additions to those previously registered.

7. **MINUTES OF ANNUAL MEETING HELD ON 3rd May 2018**

The Minutes of the Meeting held on 3rd May 2018 were approved and signed.

8. **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
Surrey Association of Local Councils	All Councillors
Gatwick Representative	Cllr. Ian McBryde
Waste Disposal Forum	Cllr. Jeremy Clarke
Beef & Faggot Trust	Cllr. Joan Harwood

9. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk had reviewed and circulated the updated documents which were agreed.

10. **REVIEW OF COMPLAINTS PROCEDURE**
Chairman and contact information to be updated.
11. **REVIEW OF PROCEDURES UNDER FREEDOM OF INFORMATION ACT**
It was agreed that no changes are required to the current procedures.
12. **REVIEW OF POLICY FOR DEALING WITH THE PRESS/MEDIA**
Chairman and Vice-Chairman to review.
13. **NEW DATA PROTECTION POLICY**
Chairman and Vice Chairman to review.
14. **NEW ICT POLICY**
Chairman and Vice-Chairman to review.
15. **CLERK'S CONTRACT REVIEW**
The Clerk's contract was reviewed applying the Society of Local Council Clerk's Job Evaluation guidelines. **Approved:** It was agreed that the correct salary scale should be SCP25 within the LC2 benchmark range. **Approved:** The Clerk's hours would increase from 60 hours per month to 16 hours per week to cover the additional duties of the Responsible Financial Officer role. **Approved:** A defined benefits pension at 10% per annum of basic salary would be established as part of the Clerk's salary package.
16. **BUSINESS FOR NEXT MEETING** None

The meeting closed at 7.30pm

Patricia Slatter

