

Minutes to the Annual Meeting of Thwing & Octon Parish Council held on Monday 12TH May 2024 at 7.00pm. at the Church Rooms Thwing

Present: Cllr S Morrison (Chairman); Cllr P Burdass (Vice Chair); Cllrs A Frost; J Blott; M Jibson and E Harrison

Guests: Ward Cllr J Owen

Due to the clerk's absence the minutes were taken by Cllr Morrison

- 1192. Cllr Burdass nominated Cllr Morrison be elected as Chairman for a further term, seconded by Cllr Jibson. All agreed. Resolved**
- 1193. Cllr Morrison accepted the nomination and completed the Chairman's declaration of Acceptance of Office**
- 1194. To receive apologies – Cllr Lancaster and Hare, Cllr Turnbull absent**
- 1195. To receive a nomination and to elect a Vice Chairman – proposed by Cllr Blott that Cllr Burdass should be elected as Vice Chair. All agreed. Resolved.**
- 1196. To receive the chairman's report – see appendix**
- 1197. To confirm the Minutes of the last meeting – APCM 13TH May 2024. Resolved**
- 1198. Review of delegation to committees and appointment of officers**
- a. Highways, footpaths and drainage issues – Cllr Frost**
 - b. Thwing Defibrillator – Cllr Blott**
 - c. Octon Defibrillator – local resident**
 - d. Village Planters – Cllr Morrison**
 - e. Personnel Committee - Cllrs Morrison; Burdass and Blott**
- 1199. To elect 2 councillors to represent this council at ERNLLCA district committee meetings – Cllrs Morrison, Hare and Blott. Resolved**
- 1200. Review Governing documents – Standing orders, financial regulations and financial risk assessment - proposed Cllr Frost seconded Cllr Burdass. Resolved. Risk assessment deferred**
- 1201. Review TOR for Personnel Committee – no changes**
- 1202. Review of the Council's Complaints Procedure – proposed Cllr Jibson seconded Cllr Harrison. Resolved.**
- 1203. Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation - proposed Cllr Jibson seconded Cllr Harrison. Resolved.**
- 1204. Review Documents and Records Retention Periods – proposed Cllr Burdass seconded Cllr Harrison. Resolved.**
- 1205. Review of Inventory of Land and Assets – confirmed.**
- 1206. To confirm arrangements for insurance cover in respect of all insurable risks. Proposed Cllr Harrison seconded Cllr Burdass. Resolved.**

1207. To agree date, time and place of the Council’s ordinary meetings up to and including the next annual meeting.
9th June 2025; 14th July 2025; 8th September 2025;13th October 2025; 10th November 2025
12th January 2026; 9th February 2026; 16th March 2026;13th April 2026; 11th May 2026.
Annual meeting Thursday 9th April 2026

Meeting closed 7.16 pm

Signed as a true record

Chairman

Date