

THWING & OCTON PARISH COUNCIL

Annual Meeting Minutes

Date: Monday 11th May 2026 Time: 7:15 pm

Location: Church Rooms, Thwing

Present:

- Councillors: P Burdass, J Hare, T Lancaster, M Jibson, S Thompson, W Turnbull
 - Clerk: S Rounding
 - Public: x 1
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1. Election of Chair

The Clerk reported that the previous Chair, Cllr S Morrison, had indicated before the meeting that she was willing to continue in office for a further year.

In her absence, the Council unanimously re-elected Cllr S Morrison as Chair for 2026/2027.

The Chair will sign the Declaration of Acceptance of Office in due course.

3. Apologies

- Apologies received from Cllr S Morrison, E Harrison, J Blott

4. Election of Vice Chairman

- Cllr P Burdass nominated and elected as Vice Chairman.

5. Chairman's Report

- The Council noted the Chair's report (Attached)

6. Confirmation of Minutes

- Minutes of the previous Annual Meeting (12th May 2025) were confirmed as a true record.

7. Review of Delegation to Committees and Appointment of Officers

- Delegations and officer appointments were confirmed as follows:
 - Highways, footpaths and drainage issues: Full Council
 - Thwing Defibrillator: Cllr J Blott
 - Octon Defibrillator: Resident Volunteer
 - Village Planters: Cllr S Morrison
 - Personnel Committee: Cllr S Morrison, J Blott, P Burdass

8. Election of ERNLLCA District Committee Representatives

- Cllr S Morrison, J Hare and J Blott elected to represent the Council at ERNLLCA district committee meetings.

9. Review of Governing Documents

- Standing Orders, Financial Regulations, and Financial Risk Assessment reviewed and approved, Clerk confirmed no changes.

10. Review Terms of Reference (Personnel Committee)

- Terms of Reference reviewed and approved; Clerk confirmed no changes.

11. Review of Complaints Procedure

- Council confirmed the current Complaints Procedure is fit for purpose.

12. Review of Policies on FOI and Data Protection

- Policies and practices reviewed and approved, in compliance with legislation.

13. Review of Documents and Records Retention Periods

- Retention schedules confirmed as appropriate.

14. Review of Inventory of Land and Assets

- Inventory reviewed and confirmed.

15. Insurance Cover

- Arrangements for insurance cover reviewed and confirmed to be adequate.

16. Meeting Schedule

- Dates, times, and locations of ordinary meetings for 2026/2027 approved.

Meeting closed at: 19.27

Signed:

Chairman

Date: