

The Council held a minutes silence in respect of the sad loss of TDC Cllr Sarah Candy.

Present: Cllrs Colbourne, L Donn, M Donn, Elmer, Ferguson, Howe, Passmore, Singh, Smith, Stertz

Also Present: Clerk, Mrs L Keating

1. **Apologies for absence:** Cllr Ramsay, ECC Cllr Erskine
2. **Election of Chairperson and to receive their Declaration of Office**
Cllr L Donn nominated Cllr G Elmer to remain as Chairman, seconded by Cllr Ferguson with all in favour; Cllr Elmer accepted the position and signed the declaration of acceptance.
3. **Election of Vice Chairperson and to receive their Declaration of Office**
Cllr Smith nominated Cllr M Donn to remain as Vice Chairman, seconded by Cllr Stertz with all in favour; Cllr M Donn accepted the position and signed his declaration of acceptance.
4. **To receive Declaration of Interest Register amendments from all councillors where applicable**
No changes were declare by members present and signed the register.
5. **Councillors to be appointed to the following committees, outside bodies and groups:**
 - a) **Crime Prevention Panel:**
 1. Ramsey: Cllr Passmore; proposed by Cllr Elmer, seconded by Cllr Singh with all in favour
 2. Parkeston: Cllr Stertz; proposed by Cllr M Donn, seconded by Cllr Colbourne with all in favour
 - b) **Two Village School:** Cllr Howe; proposed by Cllr M Donn, seconded by Cllr Colbourne with all in favour
 - c) **Spring Meadow CP School:** Cllr Smith; proposed by Cllr M Donn, seconded by Cllr Howe with all in favour
 - d) **Ramsey War Memorial Hall:** Cllr L Donn; proposed by Cllr Elmer, seconded by Cllr Stertz with all in favour
 - e) **The Welfare Park:** Cllr Stertz; proposed by Cllr Colbourne, seconded by Cllr L Donn with all in favour
 - f) **Tree Wardens/Footpath Wardens:**
 1. Ramsey: Cllr Singh: proposed by Cllr L Donn, seconded by Cllr Smith with all in favour
 2. Parkeston: Cllr M Donn; proposed by Cllr Singh, seconded by Cllr Stertz with all in favour. Cllr Stertz showed an interest to shadow Cllr M Donn
 - g) **Transportation:**
 1. Ramsey: Cllr Ramsay, proposed by Cllr Colbourne, seconded by Cllr M Donn with all in favour
 2. Parkeston: Cllr Ferguson; proposed by Cllr Smith, seconded by Cllr Colbourne with all in favour
 - h) **Carless:**
 1. Ramsey: Cllr Passmore, proposed by Cllr Colbourne, seconded by Cllr L Donn with all in favour
 2. Parkeston: Cllr Stertz, proposed by Cllr Elmer, seconded by Cllr L Donn with all in favour
 - i) **TDALC (Tendring District Association of Local Councils):** Cllr Elmer/Cllr M Donn, Cllr Colbourne to deputise should the Chair or Vice Chair be unable to attend
 - j) **Harwich International Port Liaison Committee**
 1. **Ramsey:** Cllr Ramsay (Cllr M Donn as Deputy); proposed by Cllr Elmer, seconded by Cllr L Donn with all in favour
 2. **Parkeston:** Cllr Singh (Cllr M Donn as Deputy); proposed by Cllr Elmer, seconded by Cllr L Donn with all in favour.
 - k) **Parkeston Cemetery:** Cllrs Elmer, M Donn, Singh; proposed by Cllr L Donn, seconded by Cllr Colbourne with all in favour
 - l) **TDC Tourist Information Committee:** Cllr Ferguson; proposed by Cllr Stertz, seconded by Cllr Singh with all in favour
6. **To confirm proposed schedule of meetings of the RPPC for the municipal year 2014/15** as shown in the table circulated: the schedule of meetings was accepted.
7. **To agree any revisions where applicable for RPPC policies/code of conduct as proposed by the Clerk/RFO:**
 1. **Scheme of Allowances 2014/15:** Guidance from the TDC Remuneration Panel has not been issued to date; an update of the document to be circulated when available. **Action:** Clerk
 2. Complaints Procedure : no change
 3. Freedom of Information Policy: no change
 4. Headstone and Memorial Risk Assessment Policy: due for review **Action:** Clerk/Cllrs Elmer, M Donn, Singh
 5. Code of Conduct : Full Revision
 6. Financial Regulations: Revision
 7. Financial Risk Assessment: Revision: Cllr M Donn raised a concern of no cover in the insurance policy for Loss Revenue; proposed cover for precept and cemetery income to be sourced. **Action:** Clerk

Minutes of the Annual Meeting of the Ramsey & Parkeston Parish Council held in Hamilton House, Foster Road, Parkeston on Thursday 1st May 2014 at 7.00 p.m.

8. News Media Policy: no change

9. Standing Orders: no change

All policies, as signed by the Chairman, are to be copied electronically on CD to all members additional to a hard copy of the Code of Conduct and Standing Orders to be issued to all members

Action: Clerk

8. **To confirm the minutes of the Annual Meeting held on 1st May 2013:** these had been circulated after the meeting and approved as a true record at the meeting of the RPPC held on 20th June 2013.

9. **To confirm the date of the next meeting of the Ramsey & Parkeston Parish Council to be held on Thursday 15th May 2014 in Hamilton House, Parkston at 7.00 p.m.**

Prior to the Chairman closing the meeting at 7.35 p.m. the Chairman made a presentation to the Clerk from the members as recognition of 10 years serving in the role of Clerk/RFO to the RPPC. The Clerk responded with her thanks to all.

Exclusion of the public: In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public, including the press, from the meeting so that any items containing exempt and confidential information (for example confidential personal or tender issues) can be considered by the council.