



Present: Cllrs Elmer (Chair), Davidson, Collis, Smith, Passmore, Ramsay  
Also Present:  
Clerk: Lin Keating  
Absent: M Donn, D Bird,

**1) Election of Chairperson and to receive their Declaration of Office**

Councillor G Elmer accepted the office as Chairperson as proposed by Cllr Smith seconded by Cllr Passmore with all in favour; Cllr Elmer signed his declaration of office and took the Chair.

**2) Apologies for absence:** Cllrs Ferguson, Stertz

**3) Election of Vice Chairperson and to receive their Declaration of Office**

Councillor Passmore accepted the office as Vice Chairperson as proposed by Cllr Collis, seconded by Cllr Davidson with all in favour, Cllr Passmore signed his declaration of office.

**4) Councillors to be appointed to the following committees, external bodies and groups:**

The Councillors below were voted into the positions with all in favour:

**a) Planning Sub Committee:**

1. Ramsey (Chair, Vice Chair, Ramsey Ward Councillor(s))
2. Parkeston (Chair, Vice Chair, Parkeston Ward Councillor(s))

**b) Tree Wardens/Footpath Wardens:**

1. Ramsey: Cllr Passmore
2. Parkeston: Cllr Davidson

**c) Transportation:**

1. Ramsey: Vacant
2. Parkeston:

**d) Haltermann Carless:**

1. Ramsey: Cllr Ramsay
2. Parkeston: Cllr Smith

**e) TDALC (Tending District Association of Local Councils)**

1. Chairman
2. Vice Chairman  
Cllr Davidson to act as Deputy

**f) Harwich International Port Liaison Committee**

1. **Ramsey:** Cllr Ramsay
2. **Parkeston:** Cllr Davidson

**g) Parkeston Cemetery**

Cllr Elmer, Cllr Davidson

Proposed by Cllr Davidson to co-opt 2 members of the public, seconded by Cllr Elmer, subject to Insurance Cover, all were in favour.

Action: Clerk

**h) To consider representation to any other bodies proposed.**

Cllr Elmer asked for an enquiry to be made if representation can be made at the Local Highways Panel meetings.

Action: Clerk

**5) To confirm the schedule of meeting dates and venues of the RPPC for the municipal year 2018/19 as proposed on the calendar copied with this agenda.**

Cllr Smith proposed to move Parkeston meetings to the Parkeston Community Centre from Hamilton House, seconded by Cllr Passmore with all in favour.

**6) To confirm the Clerk's current terms and conditions.**

**7) To agree the review and any revisions where applicable for RPPC policies/code of conduct as proposed by the Clerk/RFO as \*copies circulated with this agenda:**

1. \*Members Code of Conduct – Full Revision for adoption
2. \*RPPC Standing Orders – Full Revision for adoption.
3. Dispensation Policy (no change)
4. Complaints Procedure (no change)
5. Data Protection Policy reflect changes made in legislation with the potential need to appoint a Data Protection Officer in relation to GDPR, confirmation is awaited from EALC.
6. Documents and Records Retention Policy (no change)
7. \*Financial Risk Assessment Policy – Revised to reflect the agreed amendments in the current insurance policy.
8. Financial Regulations (no change)
9. Freedom of Information Policy (no change)

