

**BEARSTED PARISH COUNCIL**

Minutes of the Annual General Meeting held at King George V  
Memorial Hall, Manor Rise, Bearsted on  
Tuesday 7<sup>st</sup> May, 2019 at 7:00pm

Present: Cllr Michael Bollom (Chair)  
Cllr Fabienne Hughes (Vice Chair)  
Cllr Richard Ash MBE  
Cllr Frank Jagger  
Cllr Joanne Tribly  
Cllr Suzanne Camp  
Cllr Helena Goodwin  
Cllr Denis Spooner  
Cllr Jon Hughes  
Cllr Pat Marshall MBE

Also in attendance Assistant Clerk Erin Sugden, Admin Assistant Emma Hull, Ward Councillor Springett, Deputy Editor Doug Kempster from the Downs Mail and KM Correspondent Rosemary Pearce.

1. **Apologies and absence**  
Apologies received and accepted from The Clerk.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
There were no such declarations.
3. **Election of Chairman and Declaration of Acceptance of Office**  
Cllr Michael Bollom was nominated for the position of Chairman by a vote of 9 in favour and 0 against, he duly signed the Declaration of Acceptance of Office.
4. **Election of Vice-Chairman**  
Cllrs Fabienne Hughes and Cllr Frank Jagger were nominated for the position of Vice Chairman. Cllr Fabienne Hughes was appointed to the position by a vote of 7 in favour and 3 against, she duly signed the Declaration of Acceptance of Office
5. **Minutes of the Annual Meeting of the Parish Council held on 1<sup>st</sup> May 2018.**  
The minutes were agreed as a true and correct record and were duly signed by Cllr Bollom.
6. **To appoint Committees:**

<b>Finance &amp; General Policy Committee</b>	<b>Environment Committee</b>
Cllr Helena Goodwin (Chair)	Cllr Jon Hughes (Chair)
Cllr Richard Ash MBE (Vice Chair)	Cllr Frank Jagger (Vice Chair)
Cllr Jon Hughes	Cllr Richard Ash MBE
Cllr Frank Jagger	Cllr Suzanne Camp
Cllr Michael Bollom	Cllr Fabienne Hughes
Cllr Denis Spooner	Cllr Pat Marshall MBE

**Planning Committee** – Disbanded ,  
Discussion to take place at next Full  
Council meeting

7. **Election of KALC Representatives (two members)**  
Cllrs Ash and Marshall nominated as representatives by a unanimous vote.
8. **Review of delegation arrangements to committees, sub-committees, and staff.** It was agreed by unanimous vote that for the Clerk continues with delegation to spend on stationery, costs and decisions associated with newsletters, Health and Safety issues that need a quick response, instruction of a handy man and litter picking contractors.
9. **Review of Terms of Reference and standing orders specific to committees and sub-committees**  
The Chairman requested that at the start of the first meeting of each committee Terms of Reference are reviewed.
10. **Appointment of new/previously dissolved committees**  
The Chairman explained the need to introduce a Communications Committee. By unanimous vote the following have been appointed members:  
Cllr Michael Bollom  
Cllr Jo Tribley  
Cllr Denis Spooner  
Cllr Pat Marshall MBE
11. **Confirmation of the dates, times and venue of ordinary meetings of the Full Council and standing committees.** Finance wish to move their meeting to earlier in the month so it was not possible to confirm all dates for meetings. Assistant Clerk will look at what can be done  

**ACTION: ASSISTANT CLERK**
12. **To assess the meetings which merit a public participation session**  
Confirmation that committees will allow public to speak at meetings at the appropriate allocated time.
13. **Review of the Councils asset register**  
The Admin Assistant will update the asset register.  

**ACTION:ADMIN ASSISTANT**
14. **Review of arrangements for insurance cover for insurable risks**  
Finance Committee to get three quotes four weeks before 30<sup>th</sup> September 2019 – add this to July agenda.

**There being no further business to transact, the meeting closed at 20:13**

**Signed..... Date.....**