

# Easington Parish Council

## MINUTES TO ANNUAL MEETING HELD ON THE 02 MAY 2024 AT THE COMMUNITY HALL BECK LANE EASINGTON HU12 0TX

Present:	Cllr. Laura D Brown	LDB
	Cllr. Jo-Ann M Clubley	JMC – Vice Chair
	Cllr. Roy Clubley	RC
	Cllr. J Burton Graham	JBG – Chair
	Cllr. Helen L Jacobs	HLJ
	Cllr. I Smith	IS
	Cllr. David L Steenvoorden MBE	DLS
	Cllr. David C Taylor	DCT
 Clerk:	 Kim Dalton	 KD

Ward Councillor(s): 1  
Members of Public: 2

Minute	Discussion and Agreement
<b>24/05/01AM</b>	<b>Election of Chairman</b>
	Nominations were sought for the position of Chair. Cllr. J Burton Graham was nominated. No other nominations were put forward. <b>Resolved</b> , Cllr. J Burton Graham was duly elected as Chair and signed the declaration of acceptance of office.
<b>24/05/02AM</b>	<b>Election of Vice-Chair</b>
	Nominations were sought for the position of Vice Chair. Cllr. J M Clubley was nominated. No other nominations were put forward. <b>Resolved</b> , Cllr. JM Clubley was duly elected as Vice Chair, and signed the declaration of acceptance of office,
<b>24/05/03AM</b>	<b>To note apologies for absence and absentees</b>
	Cllr. Shane Keyworth – noted as absent, no apologies received.
<b>24/05/04AM</b>	<b>Councillors Disclosures of Interest in Matters to be discussed</b>
	None Disclosed
<b>24/05/05AM</b>	<b>Review of Policies and Procedures</b>
	Standing Orders – <b>Resolved</b> to accept the current standing orders without amendment. <b>Resolved</b> that the remainder of the policies be reviewed, 2 policies a month over a period,
<b>24/05/06AM</b>	<b>Review of Committees and Appointment of Committee Members</b>
	The following Councillors were appointed to Committees:  (a) Emergency Plan Committee (4 Members) The following Councillors were nominated as members, Cllr. Jo-Ann M Clubley, Cllr. Burt Graham, Cllr. Ian Smith and Cllr. David L Steenvoorden MBE. Terms of Reference were reviewed and adopted.  (b) Health & Safety Committee including Risk Management (3 Members) The following Councillors were nominated as members Cllr. Jo-Ann M Clubley, Cllr. Ian Smith and Cllr. David L Steenvoorden MBE. Terms of Reference were reviewed and adopted.

	<p>(c) HR &amp; Staffing Committee (3 Members), it was <b>'Resolved'</b> to increase the number of members on the committee to 3. The following Councillors were nominated as members Cllr. Roy Clubley , Cllr. Helen L Jacobs and Cllr. David L Steenvoorden MBE Terms of Reference were reviewed/revised and adopted.</p> <p>It was <b>'Resolved'</b> that the following additional committee be created:</p> <p>(d) Facilities Management Committee, (3 Members) to the Committee The following Councillors were nominated as members Cllr. Laura D Brown, Cllr. Jo-Ann M Clubley and Cllr. David L Steenvoorden MBE Proposed Terms of Reference were reviewed/revised and adopted.</p>
<b>24/05/07AM</b>	<b>Review of Responsibilities and Appointment of Councillors</b>
	<p>The following councillors were appointed to the roles:</p> <p>(a) Responsibility for overseeing Finance – It was <b>'Resolved'</b> that Cllr. Ian Smith continues with responsibility for finance and that reporting is done on a quarterly basis.</p> <p>(b) Cheque Signatories/Authorisation of Electronic Payment(s) – It was <b>'Resolved'</b> that the following signatures to the Bank be retained - Cllr. Roy Clubley, Cllr. Jo-Ann M Clubley and Cllr. Helen L Jacobs plus the Clerk</p> <p>(c) Management of Cemetery/ Burial Authority matters – It was <b>'Resolved'</b> that Mike Welton continue with Burial matters at the Cemetery supported by the Clerk.</p>
<b>24/05/08AM</b>	<b>To Appoint Councillors to the undernoted External Bodies</b>
	<p>The following councillors were appointed to provide representation:</p> <p>(a) Community Hall Management Committee – Cllr. Burt Graham</p> <p>(b) SHAPE Representative – Cllr. David C Taylor</p> <p>(c) Health Forum Representative – Cllr. Laura D Brown</p> <p>(d) ERNLLCA – Cllr. David L Steenvoorden MBE.</p>
	<b>Meeting Closed at: 19.34</b> and the Ordinary Meeting of Easington Parish Council commenced.

Signed: .....

Date: .....