

Capel Parish Council Annual Parish Council Meeting

Annual Meeting of Capel Parish Council at the Five Oak Green Church, Badsell Road, Five Oak Green, on Wednesday 22nd May 2019 at 7.30 pm.

In Attendance: Hugh Patterson, Maggie Fenton, Charles Mackonochie, Trevor Sawyer, Ashley Saunders, Jim Young, Chris Parker & Robin Hollamby

Clerk – Emma Ivory

MINUTES

Minuted No	
	1. ADMINISTRATION Sign in sheet, Fire Exits, Fire Meeting Point, Mobile Phones, intention to record or film the meeting. Noted.
81	2. ELECTION OF CHAIRMAN - on being elected, is to sign a Declaration of Acceptance of Office. Councillor Patterson was nominated by Councillor Fenton, seconded by Councillor Young. Councillor Mackonochie was nominated by Councillor Sawyer, seconded by Councillor Hollamby. Both Councillors Patterson and Mackonochie accepted the nominations. Voting for the nominations was by show of hands, 4 councillors voted for Cllr Patterson and 4 councillors voted for Cllr Mackonochie. With a no majority the outgoing Chair used his casting vote 5/4 in favour of Cllr Patterson. Cllr Patterson accepted the position of Chair and duly signed the Declaration of Acceptance of Office.
82	3. APOLOIGES FOR ABSENCE – No apologies received, all councillors in attendance.
83	4. DECLARATION OF INTEREST - To receive Declarations of Interest on Agenda items and Members are reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests. No declarations made.
84	5. MINUTES - To resolve that the Minutes of the meeting of Council held on 16th May 2018. Members are reminded that the only issue relating to the minutes that can be discussed is their accuracy. Signed as a true and accurate record with no amendments.
85	6. CHEQUE SIGNATORIES – All councillors will remain bank account signatories.
86	7. APPOINTMENTS <ol style="list-style-type: none"> a. To elect a Vice Chairman of the council – Councillor Fenton was nominated by Cllr Patterson and seconded by Cllr Young. Councillor Mackonochie was nominated by Cllr Sawyer and seconded by Cllr Hollamby. Both Councillors Fenton and Mackonochie accepted the nomination. Voting for the nominations was by show of hands, 4 councillors voted for Cllr Fenton and 4 councillors voted for Cllr Mackonochie. With a no majority the Chair used his casting vote 5/4 in favour of Cllr Fenton. Cllr Fenton accepted the position of Vice Chair. b. To consider and approve any changes to Council' s Committee structure. Noted and approved. c. To agree appointments of Members to Council's Committees and Other Appointments. Agreed – please see organisation chart available on council website www.capel-pc.org.uk d. To agree Chair and Vice Chair of all Committees. <ol style="list-style-type: none"> a. <i>Planning Committee – Cllrs Saunders (Chair), Mackonochie, Hollamby, Fenton & Patterson</i> b. <i>Finance and Resources Finance Committee (inc Risk & Audit portfolio) – Cllrs Mackonochie, Fenton, Sawyer, Saunders & Patterson</i> c. <i>Flooding Committee & Emergency Planning (EP) - Cllrs Mackonochie (Chair), Saunders, Patterson, Sawyer, Parker (EP), Young (EP) & Hollamby</i> d. <i>Recreation Ground Improvement & Regeneration Committee – Cllrs Parker (Chair), Fenton, Patterson, Saunders, Sawyer & Saunders</i>

	<p>e. <i>House & Memorial Cottages Committee</i> – Cllrs Young (Chair), Parker & Sawyer</p> <p>f. <i>Staff, Office & Administration Committee</i> – Cllrs Young, Saunders & Patterson</p> <p>g. <i>Local Plan Working Party</i> – All Councillors and Members of the Parish</p>
87	<p>e. SELECTION OF REPRESENTATIVES TO OTHER BODIES</p> <p>a. <i>Emergency Planning - (2 representatives)</i> – Cllrs Parker and Young, part of Flooding Committee</p> <p>b. <i>Community Liaison Rep. Kent Association of Local Councils</i> - Cllrs Mackonochie, Sawyer & Patterson</p> <p>c. <i>Parish Magazine Committee</i> – (1 representative) Cllr Patterson</p> <p>d. <i>FOCC (Friends of Chapel Church)</i> - Cllrs Hollamby & Mackonochie.</p>
88	5. To receive Questions from the Public and the Press.
89	6. To receive Questions from Members
90	7. Date of next meeting – Full Council meeting Monday 25th June 2019.

With no further business the meeting closed at 21.55.

Signed: Dated: