

## **Chelmer Village Council Minutes of the Annual Council Meeting**

The Council met at 7pm on Tuesday 7<sup>th</sup> May 2024 in the Council Chamber, Springfield Parish Centre, St Augustine's Way, Springfield, Chelmsford, Essex, CM1 6GX.

Councillor S Sullivan chaired the meeting.

Present: Councillors A Chong, S Bryne-Lagrué, G Walker, E Schultz, D Lumley, S King, R Stringer and Y Spence.

In attendance: Clerk to the Council, Deputy Clerk and City Councillor R Moore.

### **001/24. Election of Chair**

Cllr S Sullivan was elected to Chair. Proposed by Cllr Y Spence, seconded by Cllr A Chong and agreed unanimously.

### **002/24. Chair to Sign the Declaration of Acceptance of Office**

Cllr S Sullivan signed the declaration, witnessed by the Clerk.

### **003/24. Election of Vice-Chair**

Cllr S Bryne-Lagrué was elected to Vice-Chair. Proposed by Cllr S Sullivan, seconded by Cllr A Chong and agreed unanimously.

### **004/24. Declaration of Acceptance of Office**

Cllr S Bryne-Lagrué signed the declaration, witnessed by the Clerk.

### **005/24. Apologies for Absence**

Apologies were received and agreed for Cllr E Nnadi lasting until September 2024 due to a family bereavement. Proposed by Cllr S Bryne-Lagrué, seconded by Cllr S Sullivan and agreed unanimously.

### **006/24. Registration of Members' Interests**

There were no declarations of interest, but the Clerk reminded all Councillors of the need to complete a new interest form if they had any changes to their existing declaration.

### **007/24. Committees, Representatives for External Bodies and Members of Working Parties**

It was agreed to set up a new committee called Events and Project Committee.

The following Committee members were appointed:

#### **Planning, Environment and Village Green Committee**

Cllr S Bryne-Lagrué

Cllr A Chong

Cllr S King

Cllr E Schultz

Cllr R Stringer

Cllr G Walker

One vacancy

Cllr S Bryne-Lagrué was appointed Chair, proposed by Cllr A Chong, seconded by Cllr S King and agreed unanimously.

### **Finance and Polices Committee**

Cllr S Sullivan

Cllr S Bryne-Lagrué

Cllr Y Spence

Cllr D Lumley

Cllr R Stinger

Cllr S King

Cllr E Nnadi

Cllr S Sullivan was appointed as Chair, proposed by Cllr Y Spence, seconded by Cllr S Bryne-Lagrué and agreed unanimously.

### **Events and Projects Committee**

Cllr E Schultz

Cllr D Lumley

Cllr G Walker

Cllr S Bryne-Lagrué

Cllr S King

Cllr E Schultz was appointed Chair, proposed by Cllr G Walker, seconded by Cllr S King and agreed unanimously.

### **Personnel Sub-Committee**

Cllr Y Spence

Cllr S Sullivan

Cllr S Bryne-Lagrué

As this is a joint sub-committee with Springfield Parish Council the Chair will be decided at the first meeting of the Sub-Committee after Springfield's Annual Council Meeting on the 20<sup>th</sup> May 2024.

### **Representatives for External Bodies**

It was agreed the following councillors would sit as representatives on the external bodies:

#### **Springfield United Charities**

Cllr Y Spence

#### **Essex Association of Local Councils**

Cllr R Stringer

#### **Chelmsford Association of Local Councils**

Cllr S Sullivan

### **Working Groups**

It was agreed the following Councillors would form the following Working Groups:

#### **Chelmer Village Hall**

Cllr A Chong

Cllr S King

Cllr Y Spence

#### **008/24. Minutes of Full Council**

The minutes of Full Council on Tuesday 5<sup>th</sup> March 2024 were agreed and signed as a true copy. Proposed by Cllr S Sullivan, seconded by Cllr Y Spence and agreed unanimously.

#### **009/24. Public Question Time**

Cllr R Moore spoke about the Community Speed Watch which is at present taking place in Chelmer Village. The project is a joint venture with Chelmsford City Council and the Community Policing Team who are funding it. Cllr R Lee is facilitating the training for this, and Councillors were asked to let the Clerk know if they were interested in joining the training and taking part in the sessions.

#### **010/24. Minutes of Committee Meetings**

The minutes for Environment, Village Green and Planning Committee for the meetings held on 19<sup>th</sup> March 2024 and 9<sup>th</sup> April 2024 were noted.

#### **011/24. Clerk's Report**

Nothing to report.

#### **012/24. Code of Conduct**

The Code of Conduct for 2024/25 had no amendments and was readopted. Agreed unanimously.

#### **013/24. Standing Orders**

The Clerk circulated the amended Standing Orders for 2024/25. The Clerk went through the changes and after a discussion it was agreed to accept the changes and adopt the new Standing Orders. Proposed by S Bryne-Lagrue, seconded by Cllr Y Spence and agreed unanimously.

#### **7.42pm Cllr S King left the meeting.**

#### **014/24. Terms of Reference**

The Clerk circulated the draft terms of reference. A discussion took place and the Clerk will amend these accordingly and bring back to the next Full Council meeting on 18<sup>th</sup> June 2024 for agreement.

#### **015/24. Meeting Dates**

The Clerk had circulated the suggested meeting date list for 2024/25. A discussion took place, and the new dates were agreed.

#### **016/24. Internal Auditor for 2024/25**

A discussion took place and it was agreed the Deputy Clerk would gain quotes for an Internal Auditor for 2024/25 and bring back to the next Full Council meeting for discussion and agreement.

#### **017/24. Finance**

The income and expenditure for March and April were circulated and agreed. Proposed by Cllr S Byrne-Lagrue, seconded by Cllr D Lumley and agreed unanimously.

The bank reconciliations for February 2024, March 2024 and April 2024 were circulated, agreed and signed.

A budget summary up to the end of April 2024 was circulated to all Councillors and agreed.

It was agreed to add the Clerk, Mrs Clare Milligan, to the CCLA mandate as an authorised signatory. Proposed by Cllr S Sullivan and seconded by Cllr Y Spence. The Clerk will put this as an agenda item on the Springfield Annual Council meeting as well for ratification.

The working group meeting with Springfield Parish Council to discuss the Memorandum of Understanding and the financial reserves met on Tuesday 7<sup>th</sup> May 2024. They advised the Council that a positive discussion had taken place and they were confident that an amicable agreement would shortly be brought to the Council for discussion and decision.

**8.05pm Cllr E Schutlz left the meeting.**

**018/24. Insurance**

The Council had agreed a three-year contract for the insurance in May 2023. The Clerk advised that there was only a need to make one amendment to the renewal notice which was to increase the Employee Dishonesty cover from £150,000 to £230,000 in line with the amount in the Council's bank balance. This increase was agreed. Proposed by Cllr Y Spence, seconded by Cllr R Stringer and agreed unanimously.

**019/24 Council Logo**

It was agreed that the design of the logo would now go to the new Events and Projects Committee for discussion and recommendation to Full Council.

**020/24. Matters for Information**

None.

There being no further business the meeting was closed at 8.13pm.

Signed.....Date.....