**FOULNESS ISLAND PARISH COUNCIL**

**Minutes** of the Meeting of Foulness Island Parish Council held on Wednesday 10th October 2018, at Lodge Farm Staff Premises, Foulness Island, commencing at 7.15 p.m.

Present: Councillors G. Bickford (Vice Chair), F. Giles, R. Green and E. Pitts (Chair).

In attendance: County Councillor M. Steptoe, N. Uden (QinetiQ, E. Birch (QinetiQ) and J. Watson (Clerk).

**MINUTES**

1. **The Chair to declare the meeting open.**
2. The Chair declared the meeting open at 7.26 pm.
3. **To receive notification from any of those present of intent to record the meeting.**
4. Nobody declared that they intended to record the meeting.
5. **To receive apologies for absence.**
6. Apologies for absence were received from Parish Councillor Tony Porter and from District Councillors D. Efde and J. McPherson.
7. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
8. There were no Declarations of Interest.
9. **To sign as a correct record the minutes of the Full Council meeting held on 11th July, 2018.**
10. Proposed Councillor Pitts, seconded Councillor Giles that the minutes of the Full Council meeting held on 11th July, 2018be signed as a correct record. Carried unanimously.
11. **To receive a report from the District and County Councillors for the area on any matters of interest.**
12. County Councillor M. Steptoe gave a report on County matters.
13. **Financial Matters**
14. Proposed Councillor Green, seconded Councillor Giles that the Bank Reconciliation as at 30th June 2018be approved. Carried unanimously.
15. Proposed Councillor Bickford, seconded Councillor Giles that the Accounts for the three months to 30th June 2018 be approved. Carried unanimously.
16. Proposed Councillor Pitts, seconded Councillor Bickford that the Bank Payment requests for August - October 2018 be approved. Carried unanimously.
17. Proposed Councillor Pitts, seconded Councillor Green that the Receipts for August - October 2018 be approved. Carried unanimously*.*

1. **Post Office**
2. E. Birch (QinetiQ) reported that there was no further news regarding the possible provision of a Post Office on Foulness Island.
3. **Essex & Herts Air Ambulance.**
4. The letter dated September 2018 from Essex & Herts Air Ambulance requesting a donation was considered. It was proposed by Councillor Pitts, seconded Councillor Bickford and carried unanimously that a donations of £50 be made to the Essex & Herts Air Ambulance. It was noted that this donation be made under the powers granted under Section 137 of the Local Government Act 1972.
5. **Data Protection.**
6. The documents relating to Data Protection were considered. Proposed Councillor Pitts, seconded Councillor Giles and carried unanimously that the Council adopt these documents as their Data Protection Policy.
7. At the request of the Clerk it was proposed Councillor Pitts and seconded by Councillor Bickford that a sub-committee be formed of Councillor Pitts, Councillor Porter and the Clerk to deal with any day to day issues, reporting back to the Council at the next meeting as necessary. Carried unanimously.
8. **Clerk’s Report**
9. The Clerk reported,
10. Havengore Bridge – A letter would be sent to James Duddridge.
11. Bank Mandate – This was now up to date.
12. Emergency Planning – Jeff Stacey, Emergency Planning and Business Continuity Officer from Rochford District Council would be attending the November Council meeting.
13. **Appointment of Internal Auditor**
14. Proposed Councillor Pitts, seconded Councillor Bickford that Auditing Solutions Ltd be appointed as Internal Auditors for the financial year 2018/2019. Carried unanimously.
15. **Reports of Meetings attended.**
16. There were no reports of meetings attended.
17. **The meeting will stand adjourned to permit Parishioners of Foulness Island to address the Council.**
18. Adam Holyland advised Council that he was no longer able to cut the grass at the Childrens’ play area. Council thanked him for his help in this matter.
19. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**
20. There were no matters of interest to the Parish.

Meeting closed at 8.33 pm

Issued 4th November 2018.