**FOULNESS ISLAND PARISH COUNCIL**

**Minutes** of the Annual Meeting of Foulness Island Parish Council held on Wednesday 8th May, 2018, at Lodge Farm Staff Premises, Foulness Island, commencing at 7.25 p.m.

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

In attendance: District and County Councillor M. Steptoe, District Councillors D. Efde and J. McPherson, N. Uden (QinetiQ) and J. Watson (Clerk).

**MINUTES**

1. **The Chair to declare the meeting open.**
2. The Chair declared the meeting open.
3. **To elect a Chair of the Foulness Island Parish Council for the 2019/2020 Term of Office.**
4. Proposed Councillor Bickford, seconded Councillor Giles that Councillor Pitts be appointed Chair of the Foulness Island Parish Council for the 2019/20 Term of Office. Carried unanimously.
5. **The elected Chair of the Parish Council to sign the Statutory Declaration of Office.**
6. Councillor Pitts signed the Statutory Declaration of Office.
7. **To elect a Vice Chair of the Foulness Island Parish Council for the 2019/2020 Term of Office.**
8. Proposed Councillor Pitts, seconded Councillor Giles that Councillor Bickford be appointed Vice Chair of the Foulness Island Parish Council for the 2019/2020 Term of Office. Carried unanimously.
9. **To receive notification from any persons present of intent to record the meeting**
10. No persons present notified the meeting that they intended to record the proceedings.
11. **To receive apologies for absence.**
12. Apologies for absence were received from N. Uden (QinetiQ) and E. Birch (QinetiQ)
13. **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.**
14. There were no declarations of interest.
15. **To sign as a correct record the minutes of the Full Council meeting held on 10th April, 2019.**
16. Proposed Councillor Pitts, seconded Councillor Bickford that the minutes of the Full Council meeting held on 10th April, 2019 be signed as a correct record. Carried unanimously.
17. **To receive a report from the District and County Councillors for the area on any matters of interest.**
18. Reports were received from County Councillor Steptoe and District Councillors Efde and McPherson.
19. **Financial Matters**
20. Proposed Councillor Pitts, seconded Councillor Giles that the Payment requests for April/May 2019 be approved. Carried unanimously.
21. Proposed Councillor Pitts, seconded Councillor Bickford that the receipts for April/May 2019 be approved. Carried unanimously.

1. **Burial Ground**
2. Proposed Councillor Pitts, seconded Councillor Giles that the scale of fees in respect of the Parish Burial Ground for 2019/2020 remain unchanged from 2018/2019. Carried unanimously.
3. **Councillor Co-option**
4. Proposed Councillor Pitts, seconded Councillor Bickford that the Clerk commence the Councillor Co-option Process in respect of the two vacancies on the Council. Carried unanimously.
5. **Bank Mandate**
6. Proposed Councillor Bickford, seconded Councillor Pitts that the Clerk be instructed to prepare and submit a revised Bank Mandate to the Co-op Bank. Carried unanimously.
7. **Dates of Meetings**
8. The dates of meetings for the 2019/2020 Council Year were approved and would be loaded on the Parish Website.
9. **Play Area**
10. Proposed Councillor Pitts, seconded Councillor Giles that the Clerk obtain tenders for the maintenance of the Play Area
11. **Clerk’s Report**
12. The Clerk had no matters to report that had not been included in the Agenda.
13. **Reports of Meetings attended.**
14. No meetings had been attended.
15. **The meeting will stand adjourned to permit Parishioners of Foulness Island to address the Council.**
16. No Parishioners addressed the Council.
17. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**
18. There was no information to exchange.
19. **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and the public be excluded and they were instructed to withdraw.**
20. **Tender re Parish Burial Ground**
21. Proposed Councillor Pitts, seconded Councillor Bickford that the current contractors’ tenders in respect of the burial ground be extended for a second year at no increase in cost.

Issued 30th May 2019.