



Bradwell Parish Council Annual Meeting of the Parish Council.

Monday 20th May 2024

Present Cllrs. Hamilton, Paterson, Barron, A. Vanderpal, Watson. Gill Crossland Clerk and Vicki Hemp Assistant Clerk.

1 Election of Chairperson

Cllr. Hamilton nominated Cllr. Sargeant in his absence due to holiday. Cllr. Sargeant had given his consent prior to the meeting. Cllr. Watson seconded. All hands in favour.

2. Chairperson's Declaration of Office will be signed and received by Clerk prior to Parish Council Meeting on 29th April 2024.

3. Apologies received from Cllr. Huges, Hacon, Sargeant & S. Vanderpal.

4. Cllr. A. Vanderpal nominated Cllr. Hamilton as Vice Chairperson. Seconded by Cllr. Watson. All hands in favour.

5. Vice Chairperson Cllr. Hamilton signed his Declaration of Office.

Vice Chair Cllr. Hamilton proceeded to take the meeting in the absence of Chairperson Cllr. Sargeant

6. No Co-Option of Councillors.

7. No Declarations of Interest were received.

8. Adoption of Standing Orders postponed to Parish Council Meeting 24th June 2024.

9. a) Adoption of Financial Regulations postponed to Parish Council Meeting 24th June 2024.

b) Cllrs will be elected from the Finance working group at the first meeting to perform the Internal Audit checks for 2024/25

10 Adoption of Code of Conduct postponed to Parish Council Meeting 24th June 2024.

11 a) Current Bank signatories Cllrs. Hamilton and Sargeant. Clerk informed Council that the new Lloyds bank account is in process of being opened.

b) Approval of payments by BACS/Standing Orders for i) salaries, ii) electricity, ii) water, iv) waste and v) credit card

8/9/10/11 proposed en bloc by Cllr. Hamilton, seconded by Cllr. S Vanderpal. All hands in favour.

12. No Public present.

13. Appointment of members of the Staffing Committee

a) Cllrs. Hamilton, Sargeant, A. Vanderpal and S. Vanderpal appointed.

b) Cllr. Sargeant would take position of Chairperson on this Committee.

14. Appointment of Members of the Appeals Committee.
Cllrs. Patterson, Watson and Kent appointed.
15. Appointment of Members of the Allotment Advisory Committee.
Six allotment holders: J. Burns, P. Scholes and J. Mellor of Beccles Road allotments and P. Alden, K. Kemp and H. Martin of Cley Road allotments.
16. After a discussion it was decided that the leaders of Portfolios would be chosen by the members in the next meeting of the given Committee/working Group. The exception being of the Staffing Committee where the Chairman of the Parish Council is appointed.
17. Appointment/re-appointment of Members to Working Groups.
Finance – Cllrs. Hamilton, Sargeant, Wainwright, Hacon, A. Vanderpal and Cllr. Watson
Events – Cllr. Hamilton, Hughes, Watson and S. Vanderpal
Properties & Assets – Cllrs. Hughes, Sargeant, Watson and A. Vanderpal
Policies & Procedures – Cllrs. Hamilton and Kent
Planning – Cllrs. Hamilton, Hughes, Sargeant and Watson
18. Confirmation of appointments of Outside Bodies
 - a) Amis Memorial Fund: Parish Council Chairperson – Cllr. Sargeant
 - b) Bradwell Reading Room Trust – the four-year appointment with effect from May 2021 – Cllr. Hamilton
19. Appointment of Councillor(s)/representatives to Outside Bodies
 - a) Mill Lane Centre Charitable Trust Management Committee (5 annually) – Cllrs. Sargeant, Hamilton, Huges, Sargeant and Watson (one vacancy)
 - b) Bradwell Community Centre Trust Committee (1 annually) – Cllr. Barron
 - c) Bradwell Bowling Club (1 annually) – Cllr. Sargeant
 - d) Norfolk Constabulary-local `SNAP` group (no limit) – Cllrs. Sargeant and A. Vanderpal.

No further business meeting closed at 7.25pm