

SOUTH HANNINGFIELD PARISH COUNCIL

Minutes of the Annual general Meeting held on Thursday 29th May 2025 in Downham Village Hall.

Present: Councillors Black, Whitehead, Huntington, Burgess, Thurgood, Elms, Walker and Metcalfe. The Clerk kept the minutes.

- 1. Apologies for Absence** – Councillors Lewis, Vallis, Graves and Coveley.
- 2. Election of Chairman** – Councillor Huntington proposed Councillor Whitehead be Chairman, Seconded Councillor Burgess. Councillor Whitehead signed his Declaration of Acceptance of Office.
- 3. Election of Vice-Chairman** – Councillor Burgess proposed Councillor Black be Vice-Chairman, Seconded Councillor Elms.
- 4. Election of Councillors to serve on the following Working Parties/Committees:**
 - 4a Sports Field** – Councillors Black, Whitehead, Huntington, Lewis and Metcalfe.
 - 4b Parks & Open Spaces** – Councillors Burgess, Walker, Graves, Thurgood and Coveley.
 - 4c Finance & General Purposes** – Councillors Whitehead, Black, Graves, Elms and Lewis.
 - 4d Responsible Financial Officer** – Julie Moule (Parish Clerk).
 - 4e In-house Internal Auditor** – Councillor Huntington.
 - 4f Human Resources Committee** – Councillors Huntington, Walker, Thurgood and Metcalfe.
 - 4g Downham Village Hall Management Committee** – Councillors Elms, Metcalfe and Lewis.
 - 4h Ramsden Heath Village Hall** – Councillor Burgess.
 - 4i South Hanningfield Village Hall** – None.
 - 4j Emergency Planning Officers** – Councillors Burgess, Vallis and Elms.
 - 4k Parish Paths Partnership (P3)** – Councillors Thurgood and Burgess.
 - 4l Communications Officer** – Mylene Linwood (Admin Assistant).

4m Health Liaison Officer – Councillor Coveley.

4n Standing Orders – Councillors Vallis, Graves, Lewis and Metcalfe.

4o Transport Representative – Councillor Thurgood.

4p Essex Wildlife Trust Representative – Councillors Thurgood and Vallis.

5. Members to up-date their Member's Interest Forms - There were no up-dates at this present time.

There being no further business, the meeting closed at 8.56pm.

Approved as a true record.

Signed.....Dated.....