

# Dunkirk Parish Council

## Annual Statutory Meeting of the Council

Minutes of the Annual Statutory Meeting held on Monday 15 May 2023 at 7.30pm at Dunkirk Village Hall

**Present:**

Parish Councillors: Cllr K. Kemp (KK) Chair, Cllr J. Coleman , Cllr J. Tutt, Cllr D Brice, and Cllr N. Smith and Rebecca Parr ,Clerk

Ward Councillor: Alistair Gould

2 members of the public

**Apologies:** Cllr J Clifford

**Declarations:** Any Declarations of Interest by members present to be made at the commencement of the meeting: None declared

**1. Acceptance of Office**

All councillors present signed the acceptance of office. Agreement was given for Cllr Clifford to sign as soon as possible following the meeting.

**2. Election of Chair (and agreement to sign Declaration of Acceptance of Office)**

A motion asking for the current Chair to continue in his role was proposed by Cllr Smith, seconded by Cllr Coleman and agreed unanimously.

Cllr Kemp accepted continuing in the position and duly signed the Declaration of Acceptance of Office.

**3. Election of Vice Chair**

A proposal for Cllr Smith as Vice Chair was made by Cllr Kemp, which was seconded by Cllr Coleman. A proposal for Cllr Tutt was made by Cllr Brice but not seconded. Four councillors then voted in favour of Cllr Smith. Cllr Smith accepted the position.

**4. Review any vacant positions arising and co-opting**

Greg Hewett a previous councillor explained that he was out of the country at the time for submitting nomination forms for the local election but wished to re-join the council. Cllr Tutt requested to wait a further month to allow for advertising of the vacancy. The Clerk and Chair had taken advice that the local election was in effect the advertisement and there was no requirement to wait. Cllr Smith proposed to co-opt Mr Hewett, seconded by Cllr Brice with 4 in favour and abstention.

Cllr Hewett then signed the acceptance of office.

**5. Review of Planning Committee arrangements to be replaced by Extraordinary Meetings**

Cllr Kemp and Cllr Smith had submitted a motion request to replace the planning committee with extraordinary meetings. Their reasoning behind this were circulated ahead of the meeting (Appendix 1). Following a discussion the council voted 5 in favour of the motion and one abstain. The motion was passed.

**6. Appoint members to committees:**

**a. Chair of Planning Committee**

Given the motion passed in item 5, this item was no longer required.

**b. Chair of Planning Committee subject to above item 5**

Given the motion passed in item 5, this item was no longer required.

**c. Appoint remaining members to committee subject to above item 5**

Given the motion passed in item 5, this item was no longer required.

**d. Review Terms of Reference for the Recruitment Committee**

The Clerk commented that there were no Terms of Reference (ToR) in place for the recruitment committee. It was agreed for the Clerk to draft such terms and present for approval at the next full council meeting.

**e. Chair of Recruitment Committee**

It was agreed to wait for the appointment of Chair subject to the new ToR.

**f. Appoint remaining members to the Recruitment Committee**

It was agreed to wait for the appointment of the remainder of the committee subject to the new ToR.

**7. Review any vacant positions arising**

There were no vacancies at this time

The meeting was closed at 7.55pm

Date of next meetings:	Extraordinary (if required) :	5 June 2023
	Full Council Meeting:	19 June 2023

Rebecca Parr,  
Clerk to Dunkirk Parish Council

Signed	.....	Signed	.....
Chair		Vice-Chair	

Date	.....	Date	.....
------	-------	------	-------

**PLEASE VISIT OUR WEBSITE FOR ALL THE LATEST NEWS IN AND AROUND THE VILLAGE:**

[www.dunkirkpc.org.uk](http://www.dunkirkpc.org.uk)