Clerk to Gurnard Parish Council

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**Minutes – Annual Council**

Minutes of the Annual meeting of Gurnard Parish Council (GPC) held on Wednesday 14th May 2025 at Gurnard Village Hall, Westbrook Lane, Gurnard, PO31 8JR.

**Present:** Councillors Acton (chair) Churchill-Cheatham, Jacobs, Nolan and Wood.

3 members of the public were present

The meeting began at 18:32

1. **Apologies for absence**

Apologies were receive from Cllrs Bustin and Fuller.

1. **Election of Chair**

One nomination for Chair was received Cllr Acton

**Resolved: Cllr Acton is elected to serve as Chair until the Annual meeting of the council in May 2026**

Cllr Acton’s declaration of acceptance of office was received by the Clerk.

1. **Election of Vice-Chair**

No nominations were received for Vice-Chair. Cllr Fuller had expressed interest in being nominated as Vice–Chair but as he was not present at the meeting the election of Vice-Chair was deferred to a future full council meeting.

**Resolved: Election of Vice-Chair deferred until a future Full Council meeting.**

1. **Declarations of acceptance of office**

Declarations of acceptance of office from councillors Churchill-Cheatham, Jacobs, Nolan and Wood were received by the Clerk

1. **Minutes**

**Resolved: The minutes of the Annual Council meeting of 8th May 2024 were taken as read, approved as a correct record and signed by the chair. No matters arising.**

1. **Co-option of Councillors**

Expressions of interest in being co-opted as councillors were received from 3 applicants to fill 2 vacancies on the council. The 3 applicants were present at the meeting and were questioned by councillors. A secret ballot were held and applicants Chris Park and Stuart Thomas were selected.

**Resolved: That Chris Park and Stuart Thomas be co-opted as councillors.**

Declarations of acceptance of office from Chris Park and Stuart Thomas were received by the Clerk.

1. **General Power of competence**

Although GPC meets the requirement of having at least 2/3rds of the Parish Council’s seats being filled by elected Councillors at the last ordinary election, it does not yet have a qualified Clerk in post, and so will not qualify for General Power of competence.

**Noted**

1. **Review and adoption of the core council policies and procedures.**

Copies of policies and a summary of the changes proposed were distributed prior to the meeting.

1. Standing Orders 2025
2. Financial Regulations 2025
3. Risk Management Schedule 2025
4. Gurnard Code of Conduct 2025
5. Publication Policy (Freedom of Information Act) 2025
6. GDPR 2025

**Resolved: That the core council policies and procedures, as amended, are adopted**

1. **Registers of interests**

Councillors’ Register of Interests forms must be completed within 28 days (by 11th June)

**Noted.**

1. **INTERNAL AUDITOR**

**Resolved: That Gareth Hughs is appointed internal auditor for the year 2025-2026**

1. **To agree on the following committees and appoint members.**
2. Planning Executive Committee (all members)
3. Facilities Committee (all members)
4. Data processing and privacy committee – Cllrs Acton, Bustin and Park appointed as members.

**Resolved: That the above committees and memberships are agreed.**

1. **Sub-committees**

GPC standing orders only recognise Full Committee, Committees and Sub committees. Therefore, for consistency, all other working parties and advisory groups should be re-designated as sub committees.

**Resolved: That all advisory committees and working groups be re-designated as sub committees**

Note that Terms of Reference (TORs) for all committees and sub-committees should be agreed at the first meeting of the Committee/Sub-committee after the Annual Parish Council Meeting.

1. **Proposed new sub-committees:**
	* + - 1. Gurnard Green sub-committee

This sub-committee would combine the VG play area and toilets committees. Scope would include:

* Children’s play area
* Toilets
* Benches and street furniture including bins

**Resolved: That the Gurnard Green sub-committee be formed.**

A proposed amendment to the original proposal that the Gurnard Green play area should remain as a separate sub-committee was rejected.

* + - * 1. Beach and public access sub-committee

This committee combines the Beach sub-committee and the public access sub-committee.

* Scope would include:
* Aim to achieve blue flag status for beach/other beach award
* Footpaths e.g. through Spencer's Copse
* Groyne and citizen science project associated with vertipools
* To provide a representative for the Local Access Forum (LAF)

**Resolved: that Beach and public access sub-committee be formed.**

* + - * 1. Old School Meadow and Meadow View SANG sub-committee

This expands the scope of the Old School Meadow sub-committee to include issues arising relating to the Meadow View SANG.

**Resolved: That the Old School Meadow and Meadow View SANG sub-committee be formed.**

* + - * 1. Active travel routes in Gurnard sub-committee

A new sub-committee with a scope including:

* To support and further the LCWIP as it affects Gurnard, in particular
* connections to planned footpaths and cycle routes in the SANG in order to provide safe pedestrian and cycle access/crossings onto highways e.g. Cockleton Lane
* active travel connection to Gurnard Primary School​
* How the community bus service can best serve residents

**Resolved: That the Active travel routes in Gurnard sub-committee be formed.**

1. **Sub-Committees and memberships**

**Resolved: The following sub-committees and memberships were agreed:**

1. **Finance Committee and grants sub-committee (minimum 3 members)**

**Acton, Churchill-Cheatham, Fuller, Park, Thomas**

1. **HR Advisory sub-committee**

**Acton, Churchill-Cheatham, Fuller, Park, Thomas**

1. **Village Green sub-committee**

**Acton, Churchill-Cheatham, Fuller, Jacobs, Nolan, Thomas, Wood**

1. **Beach and public access sub-committee**

**Acton, Churchill-Cheatham, Fuller, Nolan, Park**

1. **Old School Meadow and Meadow View SANG sub-committee**

**Acton, Churchill-Cheatham, Nolan, Thomas, Wood**

1. **Gurnard Village Hall Association (minimum 3 members)**

**Acton, Bustin, Park**

1. **Active travel routes in Gurnard sub-committee**

**Acton, Jacobs, Thomas, Wood**

1. **To appoint members to outside bodies**

**Resolved: The following members were appointed to outside bodies:**

1. **Community Bus Management Scheme**

**Fuller**

1. **Isle of Wight Community Waste Forum**

**Bustin, Fuller, Thomas, Wood**

1. **IWALC (Representative and deputy)**

**Fuller, Acton**

1. **Environment and sustainability bodies, (including E&S Forum, Together For Mission Zero (TFMZ) , Red Squirrel Forum)**

**Acton, Churchill-Cheatham, Thomas**

1. **PACT**

**Park, Wood**

1. **Age Friendly Ambassador**

**Bustin, Wood**

1. **Cowes Medical Centre**

**Acton, Churchill-Cheatham, Wood**

Meeting closed 20:20

**…………………………….. Chair**