



**DOWNSWOOD PARISH COUNCIL ANNUAL MEETING MINUTES
TUESDAY 5 MAY 2026 AT 7.45PM
ST NICHOLAS CHURCH**

PRESENT Cllrs R. Wingett – Chairman, Cllr A-M Butler, J Cottis, A Fincham, P Fincham, L Rustem, J Tournay, Mrs E Hull – Clerk/RFO, MBC Cllr Cieron Oliver and seven members of the public

1. **APOLOGIES FOR ABSENCE:** were received and accepted from Cllrs R Cheesman and Z Duffield
2. **NOTIFICATION OF INTENTION TO FILM/PHOTOGRAPH OR RECORD THE MEETING**
Cllr R Wingett
3. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS** None Received
4. **TO ELECT THE FOLLOWING**
 - a) Chair (sign declaration of acceptance of office)
Cllr Wingett was nominated by Cllr P Fincham, seconded by Cllr A-M Butler and unanimously agreed. Cllr Wingett accepted the nomination and duly signed an Acceptance of Office
 - b) Vice Chair (sign declaration of acceptance of office)
Cllr P Fincham was nominated by Cllr A-M Butler, seconded by Cllr J Tournay and unanimously agreed. Cllr P Fincham accepted the nomination and duly signed an Acceptance of office
5. To determine the dates, times and venues of ordinary meetings of the council for the forthcoming year
Cllr J Cottis proposed, seconded by Cllr L Rustem with all in favour **RESOLVED** for meetings to carry on being held at St Nichols Church on the first Tuesday of the month at 8.00
6. **TO ELECT THE FOLLOWING REPRESENTATIVES**
 - a) DCA (Downswood Community Association) - Cllr R Wingett
 - b) KALC (Kent Association of Local Councils) – Cllr A-M Butler
 - c) Police – Cllr R Wingett
 - d) Ward Cluster – Cllr P Fincham
 - e) School – Cllrs A-M Butler and A Fincham
 - f) Joint Parishes Transport Group – Cllr R Cheesman
7. **TO AGREE MEMBERSHIP OF THE FOLLOWING COMMITTEE**
 - a) Staffing Committee
 - i) To appoint members to the Staffing Committee - Cllrs A-M Butler, A Fincham and J Tournay
Cllr P Fincham proposed, seconded by Cllr A-M Butler, with all in favour **RESOLVED**
 - ii) To adopt the Staffing Committee Terms of Reference
Cllr J Tournay proposed, seconded by Cllr A-M Butler, with all in favour **RESOLVED** for the terms of reference to be adopted

**8. TO CONSIDER ESTABLISHING THE FOLLOWING WORKING GROUPS (ADVISORY TASK-AND-FINISH)
AND IF ESTABLISHED, TO APPROVE AND ADOPT THE RELEVANT TERMS OF REFERENCE AS CIRCULATED**

- a) Christmas Lights & Tree - Cllrs A-M Butler, R Cheesman, A Fincham, P Fincham, J Tournay
 - b) Finance - Cllrs A-M Butler, P Fincham and J Tournay
 - c) Open Spaces – Cllrs Cottis, P Fincham and Wingett
 - d) Social - Cllrs A-M Butler, R Cheesman, A Fincham, P Fincham, L Rustem, J Tournay
- Consider Requirements for Additional Committees / Working Groups
It was considered that no other Committees / working groups are required

There being no further business, the meeting closed at 8.00pm