

**THE MINUTES OF THE ANNUAL MEETING OF
HEADLAND PARISH COUNCIL
HELD ON MONDAY, 18TH MAY 2026**

IN ATTENDANCE

Councillors: S. Gaiety, S. Lee, A. Hay, A. Turner, A. Jackson, M. Jorgeson, A. Muller-Nicholson, C. Templeman, G. Murphy & D. Davies-Luke.

Clerk to the Council: M. Ellett

h26-2701 ELECTION OF CHAIR OF THE COUNCIL

Councillor Lee proposed the current Chair to be re-elected. This was seconded by Councillor Jackson. No other nominations had been received.

RESOLVED that Councillor Gaiety be unanimously elected as Chair of Headland Parish Council for the Municipal Year 2026/27.

h26-2702 TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Gaiety accepted his election to Chair; he declared his Acceptance of Office, signed the required form and proceeded to chair the meeting.

RESOLVED the Chair's Declaration of Acceptance of Office be received.

h26-2703 ELECTION OF VICE-CHAIR

Councillor Gaiety proposed Councillor Lee for the position of Vice Chair. This was seconded by Councillor Murphy. No other nominations had been received.

RESOLVED Councillor Lee be appointed as Vice Chair of Headland Parish Council for the Municipal Year 2026/27.

h26-2704 TO ACCEPT APOLOGIES FOR ABSENCE

No apologies for absence had been received.

h26-2705 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

None received.

h26-2706 TO APPOINT MEMBERS TO SERVE ON THE PARISH COMMITTEES

Details of current committees were discussed.

It was **RESOLVED** that the following members be appointed:

Employment Committee: Councillor Jackson and Councillor Templeman.

The Employment Committee will conduct the Clerk's appraisal and make a recommendation to be ratified at the earliest Full Council Meeting. The Employment Committee will also deal with any other Employment matters.

Complaints Committee: Councillors Templeman, Hay and Turner.

Appeals Committee: Councillors Murphy, Lee, Jackson and Davies-Luke.

h26-2707 **TO CONFIRM MEMBERS' ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

After discussion, it was **RESOLVED** the Parish Council representatives be appointed as follows:

Adult Services & Public Health: Councillor Templeman.

Housing, Growth & Communities: Councillor Lee.

Audit & Governance: Councillor Andrews (deputy Councillor Murphy).

Parish Liaison: Councillor Gaiety (another member can be nominated to attend in his absence).

Carnival Committee: Councillor Gaiety (another member can be nominated to attend in his absence)

Wintertide Committee: Any member of the Parish Council can be nominated to attend.

FolkFest: Councillor Templeman.

h26-2708 **TO ELECT A PRESS REPRESENTATIVE**

After discussion, it was **RESOLVED** that Councillor Lee be re-elected as Press Representative. Members agreed for Councillor Lee to add informal items to the Parish Council Facebook page and a Social Media Policy to be considered.

h26-2709 **TO APPROVE THE MINUTES OF THE MEETING HELD ON MONDAY, 27TH APRIL 2026**

RESOLVED the above minutes be confirmed and approved as a true record.

h26-2710 **TO ACCEPT INTERNAL AUDIT REPORT FOR 2025/26 AND APPOINT AN INTERNAL AUDITOR FOR 2026/27**

The Clerk had forwarded the Internal Audit Report for 2025/26 to members prior to the meeting. Councillor Murphy commented on a very good report and members thanked the Clerk for her hard work in preparing for the audit. Due to Mr Moore retiring, the Clerk updated members on the 2 candidates for Internal Auditor.

RESOLVED the Internal Audit Report for 2025/26 was accepted and Jennifer Linsley be appointed as the Internal Auditor for 2026/27.

h26-2711 APPROVAL OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26

SECTION 1 – Annual Governance Statement 2025/26 was circulated to members prior to the meeting.

RESOLVED Section 1 – Annual Governance Statement 2025/26 be received and approved.

SECTION 2 – Accounting Statements 2025/26 was circulated to members prior to the meeting.

RESOLVED Section 2 – Accounting Statements 2025/26 be received and approved and Clerk to arrange for the Exercise of Public Rights.

h26-2712 PUBLIC QUESTIONS

There was 1 member of the public present.

She asked for advice on the kittiwake nests.

RESOLVED Councillor Jorgeson to contact the PCSO for De Bruce Ward on her behalf and Clerk advised her to log her concern on Hartlepool Borough Council's Portal.

h26-2713 DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting was confirmed as Monday, 29th June 2026 at 6.45pm in the Croft Room, Borough Building.

The meeting adjourned at 8pm.

CERTIFIED AS A TRUE RECORD

Chair:

Date: