

**Minutes** of the Annual Council Meeting of Lower Halstow Parish Council held in the Memorial Hall at 7.00 pm on Tuesday 7<sup>th</sup> May 2024

Present: Cllrs: K Howard-Challis (Chair); T Portman; A Smith; A Groves; Cllr P Lawrence and Mrs A I Smith (Clerk)

In attendance: 8 members of the public

1. **Election of Chair.** Keith Howard-Challis was nominated by Cllr Smith, seconded by Cllr Groves. Cllr Howard-Challis was duly elected unanimously.
2. **Election of Vice-Chair.** Martin Szabo was nominated by Cllr Howard-Challis and seconded by Cllr Portman. Cllr Szabo was duly elected unanimously.
3. **Councillors responsibilities were agreed as follows:**
  - a) Parks & Leisure and Planning – Cllr Szabo
  - b) Footpaths, Hedgerows Management, Burial Ground, Brickfields and Seawall – Cllr Portman.  
It was agreed that Cllr Portman would pass some responsibility to Cllr Lawrence.
  - c) Allotments – Cllr Groves
  - d) Parish Highways Plan – Cllrs Smith and Howard-Challis

The meeting closed at 19.02

**Date:**

**Signed:**

**Cllr. K Howard-Challis  
Chair**