HORNDEAN PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 13th MAY 2019 AT 7.00 P.M.

PRESENT:
Councillors Mrs L Evans (Chairman) D Evans, R Veitch, Mrs E Tickell, A Forbes, D Alexander

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Cheree Garvey, Office Manager (Minute Taker)

PUBLIC ATTENDANCE: There was one member of the public present. District Cllr C Hatter

HPC 025/19/20 **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr R Veitch nominated Cllr Mrs L Evans and Chairman. This was seconded by Cllr A Forbes. All agreed.

It was **RESOLVED** that Cllr Mrs L Evans be elected as Chairman of Horndean Parish Council by unanimous vote.

The declaration of acceptance of office was duly signed.

HPC 026/19/20 **TO ELECT A VICE CHAIRMAN**

Cllr D Alexander nominated Cllr A Forbes. This was seconded by Cllr Mrs E Tickell. All agreed.

It was **RESOLVED** that Cllr A Forbes be elected as Vice Chairman of Horndean Parish Council by unanimous vote.

The declaration of acceptance of office be duly signed.

HPC 027/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs I Weeks, Dr C Jacobs, J Lay, P Beck.

HPC 028/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 029/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC TO ENABLE THEM TO ADDRESS QUESTIONS TO PARISH COUNCILLORS.**

The meeting was duly opened to the public.

HPC 030/19/20 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 15th APRIL 2019**

It was **RESOLVED** that the minutes of the Council meeting held on 15th April 2019 be duly signed as a true record of the meeting.

This was proposed by Cllr A Forbes and seconded by Cllr D Alexander.

HPC 031/19/20 **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

Cllr Mrs L Evans proposed that all current delegation to the Chief Officer remains unchanged. This was seconded by Cllr. R Veitch. All agreed

There are no other delegations to any other Committees, Sub-Committees or other Local Authorities.

HPC 032/19/20 **REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

No changes to the current Terms of Reference for Committees were proposed. They remain unchanged.

HPC 033/19/20 **RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND ELECTION OF CHAIRMAN TO COMMITTEES**

Registration of interest for the Committees were received from Members and noted. Cllr Dr C Jacobs, at the time of the meeting, had not signed the Declaration of Acceptance of office and therefore could not be elected to the Planning Committee.

Election of Chairman to Committees took place as follows:

- **Finance & General Purposes Committee**
  - Cllr D Alexander
  - Cllr Mrs L Evans
  - Cllr A Forbes
  - Cllr J Lay

  It was **RESOLVED** that Cllr D Alexander be elected as Chairman of the Finance & General Purposes Committee. This was proposed by Cllr A Forbes and seconded by Cllr Mrs L Evans.

- **Planning & Public Services Committee**
  - Cllr P Beck
  - Cllr Mrs E Tickell
  - Cllr Mrs L Evans
  - Cllr R Veitch
  - Cllr Mrs I Weeks

  It was **RESOLVED** that Cllr P Beck be elected as Chairman of the Planning & Public Services Committee. This was proposed by Cllr R Veitch and seconded by Cllr Mrs E Tickell

- **Grounds Committee**
  - Cllr Mrs E Tickell
  - Cllr D Alexander
  - Cllr Mrs L Evans
  - Cllr J Lay

It was **RESOLVED** that Cllr Mrs E Tickell be elected as Chairman of the Grounds Committee. This was proposed by Cllr R Veitch and seconded by Cllr D Alexander.

- **Staff Committee**
  - Cllr R Veitch
  - Cllr Mrs L Evans
  - Cllr Mrs I Weeks
  - Cllr Mrs E Tickell

It was **RESOLVED** that Cllr R Veitch be elected as Chairman of the Staff Committee. This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs L Evans

The Chairman reminded members that there are five councillor vacancies within the Parish council and requested that members actively encourage others to apply for co-option.

HPC 034/19/20 **APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (INCLUDING, IF APPROPRIATE SUBSTITUTE COUNCILLORS) AND RECEIPT OF NOMINATION TO THEM**

No new committees are being proposed.

HPC 035/19/20 **REVIEW OF ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

The Chairman explained that the Financial Regulations and Standing Orders are reviewed regularly and when necessary

It was **RESOLVED** that the current Standing Orders and Financial regulations are adopted for 2019/2020. This was proposed by Cllr R Veitch and Seconded by Cllr A Forbes.

HPC 036/19/20 **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

There are no arrangements in place with other local authorities.

HPC 037/19/20 **REVIEW REPRESENTATION ON WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

Representation on external bodies have been agreed as follows:

- East Hants Association Town & Parish Council - Cllr Mrs L Evans
- Catherington Village Residents Association - Cllr Mrs E Tickell
- Horndean Community Association - Cllr Mrs L Evans
- Horndean Twinning Association - Cllr A Forbes
- Horndean Older Peoples Enabling Forum (dormant) - Cllr Mrs L Evans
- Lovedean Village residents Association - Cllr P Beck
- East Hampshire Passenger Transport Forum - Cllr D Alexander

It is to be noted that the Community Forum no longer exists.

HPC 038/19/20 **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

All appropriate insurances are in place.

HPC 039/19/20 **REVIEW OF THE COUNCILS AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES**

The following memberships were noted:

- Hampshire Association of Local Councils (HALC) and additional HR Service
- South East Employers for HR and Employment Law Advice
- Society for Local Council Clerks
- Campaign for Protection of Rural England
- Hampshire Playing Fields Association
- Chartered Management Institute
- The Institute of Local Council Management

HPC 040/19/20 **TO REVIEW THE COUNCILS COMPLAINTS PROCEDURE**

It was **RESOLVED** that the current Complaints procedure is adopted for 2019/2020.

HPC 041/19/20 **REVIEW THE COUNCILS PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE GENERAL DATA PROTECTION REGULATION**

The Chief Officer explained that we very rarely get formal FOI requests as we encourage the resident to ask the specific question and we then provide an answer.

It was **RESOLVED** that the current Freedom of Information procedure is adopted for 2019/2020.

HPC 042/19/20 **REVIEW THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA**

It was **RESOLVED** that the current Press and Media Policy is adopted for 2019/2020.

HPC 043/19/20 **TO CONSIDER BANK MANDATES AND SIGNATORIES FOR ACCOUNTS**

The current signatories on the bank accounts were reviewed. It was concluded that no additional signatories were required.

It was **RESOLVED** to retain the current signatories on the bank accounts as follows:

BANK MANDATES : 2019-2020

Surname	Forename	Designation	Co-operative	Lloyds	Cambridge & Counties
Evans	Lynn	Chairman	✓	✓	✓
Evans	David	Councillor	✓	✓	✓
Beck	Paul	Councillor	✓	✓	✓
Forbes	Andrew	Councillor	x	✓	✓
Jacobs	Carolyne	Councillor	✓	x	x
Tickell	Elaine	Councillor	✓	x	x
Baverstock-Jones	Carla	Executive Officer	✓	✓	x
Ritson	Simon	RFO	x	✓	x
Mandate			3	3	2

HPC 044/19/20 **TO NOTE THE TOTAL PRECEPT REQUIREMENT IN RESPECT OF 2019/2020 BEING £382,657**

This was duly noted.

HPC 045/19/20 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENTS (LIST 2 ATTACHED)**

It was **RESOLVED** to approve the Orders of Payments (List 2 attached).

HPC 046/19/20 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 17th JUNE 2019**

This was duly noted.

HPC 047/19/20 **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960)**

There was one member of the public present.

Meeting closed 7.30pm

Confidential part of the meeting...

HPC 048/19/20 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 15th APRIL 2019**

It was **RESOLVED** to approve the confidential minutes of the Council meeting held on 15th April 2019 as a true record of the meeting.

This was proposed by Cllr R Veitch and seconded by Cllr Mrs E Tickell. All agreed

Meeting closed at 7.35pm

.....
Signed – The Chairman

17/6/19
.....
Date