

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 09.05.16

Monday 9 May 2016 at 7pm

The Meeting Room, Church on the Green, Rowlands Castle

These minutes are subject to confirmation by the Council at its next Annual Meeting

PRESENT:

Cllr C Stanley (elected Chairman – see Item 1), Cllr A Lee, Cllr E Longman, Cllr D Symonds and Cllr B Wilson.

MINUTES:

Taken by Lisa Walker, Clerk to the Council

A SAFETY ANNOUNCEMENT WAS MADE

1. To Elect a Chairman of the Parish Council

As Council's Vice-Chairman, Cllr Symonds, invited nominations for Chairman of the Council for the forthcoming year. It was proposed by Cllr Lee, seconded by Cllr Longman, and, the sole nominee having confirmed his willingness to serve, unanimously RESOLVED to elect Cllr Stanley as Chairman of the Council for the forthcoming year (Cllr Stanley did not vote).

Cllr Stanley signed the Chairman's Declaration of Acceptance of Office form, and took over the Chair of the Meeting.

2. To Receive Apologies for Absence

Apologies for absence were received from Cllr S Protheroe.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council's Annual Meeting held on 18 May 2015 (*Previously circulated*)

The Minutes were unanimously CONFIRMED as an accurate record and were duly signed by the Chairman.

4. To Agree Arrangements for filling the Current Vacancies on the Council by Co-option

Members noted there were now 3 vacancies which can be filled by co-option. The Clerk's draft Notice of Vacancies (previously circulated) was unanimously APPROVED for publication on Council's noticeboards and website, and on the Grapevine circulation system.

Action: Clerk to finalise and publish Notice accordingly

5. To Review the Council's Standing Orders, and any Committee's Terms of Reference, and Agree Action thereon

Standing Orders (SOs)

It was proposed by Cllr Lee, seconded by Cllr Symonds, and unanimously RESOLVED to re-confirm the changes to the SOs agreed at Council Mtgs on 11 January and 1 February 2016.

In light of recent government legislation (Public Contracts Regulations 2015), NALC's 2013 Model, and various other recommendations, the Clerk had drafted some revisions to these SOs (previously circulated). Members reviewed the suggested changes and made some minor amendments. It was proposed by Cllr Lee, seconded by Cllr Symonds, and unanimously RESOLVED to adopt the revised SOs (incorporating the aforementioned amendments).

Action: Clerk to finalise, circulate and publish revised SOs, as appropriate

Committee Terms of Reference (ToRs)

Members reviewed some minor draft revisions to the Staffing & Remuneration (S & R) Committee's ToRs (previously circulated), as recommended by HALC after the original ToRs were agreed by Council. It was proposed by Cllr Lee, seconded by Cllr Symonds and unanimously RESOLVED to adopt the revised ToRs.

Action: Clerk to finalise, circulate and publish revised ToRs, as appropriate

6. To Review the council's Human Relations Policy, and Agree Action thereon

It was proposed by Cllr Stanley, seconded by Cllr Wilson, and unanimously RESOLVED to delegate the review of this Policy to the Staffing & Remuneration Committee, and for it to report to Council with its recommendations at a later date.

Action: S & R Committee to conduct review of Policy

Confirmed:



Date:

8-May-17

Page 1

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 09.05.16

7. If appropriate, to Elect a Vice-Chairman of the Parish Council

The Chairman invited nominations for Vice-Chairman of the Council for the forthcoming year. It was proposed by Cllr Wilson, seconded by Cllr Longman, and, the sole nominee having confirmed his willingness to serve, unanimously RESOLVED to elect Cllr Symonds as Vice-Chairman of the Council for the forthcoming year (Cllr Symonds did not vote)..

8. As appropriate, to Appoint Members to Council's Committee(s) and Working Groups, and Signatories to Council's Bank Account(s)

Members noted the ToRs of the S & R Committee, which state neither the Chair nor Vice-Chair of the Council can be members (ex officio or otherwise) of the S & R Committee. It was proposed by Cllr Symonds, seconded by Cllr Stanley, and unanimously RESOLVED, with his agreement, that Cllr Wilson would replace Cllr Stanley on the S & R Committee.

It was unanimously RESOLVED to discontinue the Working Group structure, and to hold such informal meetings as and when required throughout the year.

It was unanimously RESOLVED to appoint Cllr Stanley as the third signatory for the Council's account.

Action 1: Clerk to amend and circulate Committee List, as appropriate

Action 2: Clerk to arrange for Cllr Stanley to be added as signatory to Council's bank account

9. To Receive and Agree the Meeting Schedule for the 2016/17 Council Year

Members noted the draft Schedule prepared by the Clerk (previously circulated), and AGREED to move the next Meeting from 6 to 13 June. It was unanimously RESOLVED to adopt the Schedule (incorporating the change to the June Meeting).

Action: Clerk to finalise and publish Schedule, and book venue as appropriate

10. To Receive Reports from the Management Committees of the 2 Charities for which Council is Sole Trustee: Rowlands Castle Parish Hall and Rowlands Castle Recreation Ground

Both reports (previously circulated) were received, and copies of them will be kept with these Minutes.

11. To Appoint the following Advisers: General Law, Planning Law, Internal Auditor and Volunteer Wardens

It was unanimously RESOLVED:

General Law – To continue to engage Ian Oliver of George Ide Solicitors on an ad hoc basis,

Planning Law – To continue to engage Louise Humphreys on an ad hoc basis, subject to her agreement

Internal Auditor – To continue to engage Eleanor Greene of Do the Numbers Ltd.

Action: Clerk to confirm Louise Humphreys is willing to continue as planning law adviser

It was unanimously RESOLVED to discontinue the practice of appointing volunteer wardens, and to thank the remaining warden for his service to date.

Action: Clerk to write a letter of thanks to remaining Warden

12. To Appoint Representatives to the following Outside Bodies/Roles:

With the relevant individuals' agreement, it was unanimously RESOLVED to appoint the following to the bodies/roles below:

Flood Action Group – Cllrs Protheroe and Lee

Friends of Stansted Park Committee – Cllr Wilson

Southern Parishes Community Forum – Cllr Symonds, or others if he is unavailable

East Hants Community Rail Partnership – Cllr Lee, or Cllr Stanley if the former is unavailable

The Meeting ended at 7.42pm.

During the course of the meeting (both part and whole) there were 7 members of the public and 1 member of the Press present.

Confirmed:



Date:

8-May-17

Page 2

To be kept with
Annual Mtg of Council
Minutes of 9/5/16

ROWLANDS CASTLE PARISH HALL

REPORT TO THE 2016 PARISH COUNCIL ANNUAL MEETING

I would like to commence with an update on the work we have carried out to the Hall during 2015.

During the early part of the year the garden patio was extended and new flooring was laid from the foyer through to the back doors and rear corridor and also in the gent's toilets. This was funded by a donation from the Oak Foundation. Further donations from the WI and Good Neighbours allowed us to replace the gates on the left hand side of the Hall and install a water heater for the toilets. We have also installed a new kitchen door and completed a major replacement of batteries in the fire alarm system. In October a routine service of the gas range showed that we were not meeting current Gas Safety ventilation standards. The cost of installing a ventilation system was prohibitive so a decision was made to purchase an electric range. The purchase and installation costs were funded from S106 Oakland's developer's contributions. A special mention must go to Alan Lumsden who carried out the electrical work at very short notice as the RVS had had to suspend lunches whilst a new cooker was being purchased and fitted. There are currently no plans for major capital expenditure although a review is being undertaken of the accommodation to see if any improvements can be made to the Halls storage facilities.

We would like to take this opportunity to thank all the Village and Local Community groups that continue to support the Parish Hall. The regular bookings are the lifeblood of the Halls income stream but we are still very reliant on grants and donations to keep our heads above water.. The Parish Council continue to support the Hall through an annual grant and we must also thank those villagers who support our fund raising jumble sale and the Parish Hall Lottery scheme.

The accounts for 2015 are currently being audited prior to being presented to the Parish Hall AGM on the 17th May. As mentioned above the items of major capital expenditure were covered by donations and grants. The income from hall hire was sufficient to cover our running costs including the battery replacement and kitchen door and leave us with a surplus of approximately £1,800 over the year. The Parish Hall currently has reserves of £10,000 (bequest) in its main account and £6,000 in the Lottery Account. Copies of the audited accounts will be sent to the Parish Council after the 17th May.

Thanks must also go to a number of local tradesmen and companies who have carried out the various jobs both large and small and also our Parish Council for their continued help, support and guidance.

The current committee consists of:

Kath Molloy Chairperson
Mike Stafford Vice-Chair
Robin Reucroft Treasurer
David Symonds
Barbara Openshaw
Bill Wilson

I would like to thank all my committee members for their work and support over the last year and just to let everyone know that the Parish Hall AGM is planned for 7.30pm, Tuesday 17th May.

Kath Molloy
Chairperson
Rowlands Castle Parish Hall Management Committee.

Current Regular User Groups

Short Mat Bowls Club
Camera Club
Historical Society
Painting Society
Castle Court Badminton
Zumba
Rowlands Castle Badminton
Pilates
Montessori Nursery
RCA
U3A
Toddler Group
RVS Lunch Club
Women's Institute
Tennis Club
Gardening Club
Parish Council
Craft Fair

To be kept with
Annual Mtg of Council
Minutes of 9/5/16.

Report from the Rowlands Castle Recreation Ground Charity

A Management Committee, comprising users, councillors and members of the public, was established last year. Its function is to manage all the facilities and buildings at the Recreation Ground.

The games facilities at the ground include 3 football pitches, a cricket square, a recently refurbished children's play area, an out-door gym and tennis courts. The ground itself is also well used by walkers. The recently extended Pavilion has proved to be very popular with all users and continues to receive plaudits for the new space and facilities.

Football The football pitches are well used during the winter months and need regular maintenance. Our groundsman does a great job in marking out the pitches and carrying out regular maintenance. We have also started a programme to repair the goalmouths, to eradicate weeds on the pitches and to aerate the ground to improve drainage, after a particularly wet winter. In future, this will become a rolling programme to avoid work bunching up and to keep the pitches in good order.

Poor weather conditions over this season have caused many fixtures to be cancelled, to avoid damage to the pitches, involving Castle United Youth Football Club (CUYFC) in additional expense in hiring alternative Astro pitches

Tennis. The tennis club, who are responsible for provision of the area, have replaced the playing surface over the winter season.

In accordance with Charity Commission guidance, an evaluation of the value, in rental terms, of the Tennis Courts has been conducted. The advice given was that the rent currently charged is correct.

Cricket Nothing to report. We look forward to an enjoyable season.

Pavilion This is well used and very popular, receiving admiration from visiting clubs.

Consideration is being given to upgrade the shower and kitchen facilities, once the outstanding warranty work for the extension programme is complete.

CUYFC have applied for a mobile catering licence to provide food at the Pavilion, since the existing small kitchen is neither suitable, not licensed for food preparation.

Lastly, I would like to thank the members of the Management Committee for their participation and advice in helping to run this valuable village facility.

D E Symonds

Chairman, Recreation Ground Management Committee

5 May 2016