

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 14.05.18

Monday 14 May 2018 at 7pm
The Small Parish Hall, Links Lane, Rowlands Castle PO9 6AD

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

PRESENT:

Cllr C Stanley (elected Chairman – see Item 1), Cllr P Cross, Cllr A Lee, Cllr E Longman and Cllr J Smart.
Cllr F Ball joined the Mtg part-way through (co-opted – see Item 5).

MINUTES:

Taken by Lisa Walker, Clerk to the Council

A SAFETY ANNOUNCEMENT WAS MADE

1. To Elect a Chairman of the Parish Council

The Clerk invited nominations for Chairman of the Council for the forthcoming year. The sole nominee having confirmed his willingness to serve, it was 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 remained as Chair of the Meeting.

2. To Receive Apologies for Absence

Apologies for absence were received from Cllrs D Hooper and W Wilson.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council's Annual Meeting held on 8 May 2017 (*circulated previously*)

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

4. To Receive Formal Notice of the Resignations of Cllrs David Symonds and Robert Raley

The Chairman confirmed he had accepted the resignations of both former cllrs on 10 April and had thanked them for their individual contributions to the Council during their terms.

5. To Consider the Expression of Interest Received from a Prospective Parish Councillors for one of the two Vacancies on the Council, and Vote on the Co-option of said Candidate

Following the above resignations, the requisite Casual Vacancy Notice had been published. No requests for a by-election had been received therefore the Council was at liberty to co-opt councillors to fill the current vacancies. Members noted the résumé of Frank Ball (circulated previously), who had confirmed his interest in being co-opted. The Chairman confirmed he and the Clerk had already met with Mr Ball informally to explain the Council's work. It was unanimously RESOLVED to co-opt Mr Ball to the Council. Cllr Ball then joined the Meeting, having signed a Declaration of Acceptance of Office.

Action: Clerk to issue Mr Ball with relevant forms and background documentation

The Chairman also welcomed Cllr Smart to his first Council Mtg following his co-option at April's Mtg. Members agreed to advertise the remaining vacancy, including in the next Village & Valley Magazine.

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

There were no nominations for Vice-Chairman so the election for the role was postponed for the time being.

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

Standing Orders (SOs)

Members reviewed the existing SOs bearing in mind NALC's new 2018 Model and the Clerk's resulting recommendations (circulated previously). It was unanimously RESOLVED to adopt the revised SOs (incorporating the agreed recommendations, amendments and deletions).

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

Code of Conduct

Members reviewed the existing Code of Conduct, adopted in July 2017 (link circulated previously), and unanimously RESOLVED no changes were necessary but it should be more obvious on Council's website.

Action: Clerk to amend entry on website accordingly

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 14.05.18

Committee Terms of Reference (ToRs)

Members reviewed the ToRs for the Staffing & Remuneration Committee, the Recreation Ground Management Committee and Parish Hall Management Committee (links circulated previously) and unanimously RESOLVED no changes were necessary.

8. To Review the Council's Protocol for Public and Press Reporting at Council Meetings, and its Policies on Trees within its Responsibility, Advertising on The Green, Complaint Handling, Social Media, and, if appropriate, Agree Action thereon

Members noted the existing protocol and policies (links circulated previously) and reviewed the proposed Complaint Handling Policy, drafted by the Clerk (circulated previously). It was unanimously RESOLVED:

- i) No changes were necessary to the existing protocol or policies, with the exception of a minor amendment to the Tree Policy to avoid duplication,
- ii) To finalise the Complaint Handling Policy in accordance with agreed amendments and publish it.

Action: Clerk to finalise and publish Complaint Handling Policy and amend Tree Policy

9. To Review Councillors' Register of Interest Forms (Rols)

With the exception of newly-co-opted Cllr Ball, all members had recently reviewed their forms and confirmed that no amendments were necessary.

Action 1: Clerk to inform EHDC that no amendments are necessary to all but one cllr's Rols

Action 2: Cllr Ball to complete Rol and submit to Clerk for forwarding to EHDC

10. As appropriate, to Appoint Members to Council's Committee(s) and/or Working Groups, and as Signatories to Bank Accounts

Members noted the current arrangements (circulated previously) in light of the recent resignations. It was unanimously RESOLVED to appoint:

- Cllr Ball to replace Cllr Wilson on the Staffing & Remuneration Committee,
- Cllr Longman to join the Recreation Ground Management Committee,
- Cllr Smart to join the Parish Hall Management Committee,
- Cllr Cross to become the third signatory for both bank accounts,
- Cllr Cross to join the RC Flood Action Group.

Action: Clerk to amend and circulate Membership List, and include details on website

11. To Receive and Agree the Meeting Schedule for the 2018/19 Council Year

Members reviewed the draft Schedule prepared by the Clerk (circulated previously). It was unanimously RESOLVED to adopt the Schedule, incorporating the agreed changes in June and July 2018.

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

12. 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

A Report from the Recreation was received (circulated just before the Mtg, held with these Minutes) and noted. Members noted the Parish Hall Report would be provided for the June Council Mtg, along with the 2017 Accounts for signing before submission to the Charity Commission.

Action: Clerk to ensure Hall's Report and Accounts is received and included on June Mtg Agenda

13. To Appoint the following Advisers: General Law and Internal Auditor

It was unanimously RESOLVED to appoint Surrey Hills Solicitors as the general legal adviser, and Eleanor Greene of Do the Numbers Ltd as the internal auditor, to the Council

Action: Clerk to inform relevant parties

14. 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 Lee and Cross

Friends of Stansted Park Committee – Cllr Wilson

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

Havant Thicket Reservoir Stakeholder Group – Cllr Stanley

The Meeting ended at 8.10pm.

During the course of the meeting (both part and whole) there were no members of the public or Press present.

Confirmed:Date: Page 2