

# 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**

Confirmed: .....  ..... Date: ..... 13-MAY-19 ..... Page 1

# ROWLANDS CASTLE PARISH COUNCIL

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## 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: 13-MAY-19 ..... Page 2

# Rowlands Castle Recreation Ground Charity

Registered Charity No: 1163497  
Sole Trustee: Rowlands Castle Parish Council  
11 The Green, Rowlands Castle, Hampshire PO9 6BW  
Tel: 02392 413044 and Email: [clerk@rowlandscastlepc.org.uk](mailto:clerk@rowlandscastlepc.org.uk)

## Annual Meeting of the Parish Council Monday 14<sup>th</sup> May 2018

### Report of the Rowlands Castle Recreation Ground Management Committee

The Recreation Ground Management Committee (RGMC), under the chairmanship of Cllr David Symonds, met 5 times during 2017 to ensure the Recreation Ground remains a safe, pleasant and fit-for purpose space for residents and visitors to use.

#### Pavilion

All remedial work has now been completed and the RGMC are looking to renovate the old tired kitchen to create a more spacious and cleaner work space for users to store crockery and provide basic refreshments. Quotes have been received and a decision will be taken at the next RGMC Meeting in June.

The Committee is also looking at ways to improve the toilet and shower rooms, by redecoration and replacement of some fixtures.

The Pavilion continues to thrive under the care and attention of Bill and Jenny Street, and RGMC thanks them for their hard work to keep it looking clean and tidy.

#### Sports Users

The RG continues to be home to two football clubs, a cricket team and the Tennis Club, who use the pitches and tennis courts on a regular basis. Fees from the hire of these facilities contribute to the upkeep of the Recreation Ground and Pavilion.

The lease of the Tennis Club is due to renewal in 2021, however the Club may request an early renewal and discussions are being held between RGMC, RCPC and the Tennis Club to take this forward.

#### Recreation Ground

The RG received a feed & weed treatment in 2016 and this will be repeated in 2019. The trees were subject to a survey in 2017, which resulted in minor safety works being carried out, and the felling of the Maple tree in the car park whose roots were damaging the car park surface. This will be replaced by a more suitable tree in the near future.

#### Play and Gym Equipment

This continues to be monitored on a weekly basis to ensure the equipment is clean, safe and undamaged. With the exception of the zip wire seat, which was replaced early in the year, no major damage or repairs were necessary during 2017. The Annual ROSPA inspection identified minor low risk recommendations, which are being addressed.

## **Finance**

The bank account balance at year end 2017 was £5458.79. Part of these funds will be spent on improving the kitchen and changing rooms during 2018, in addition to funds donated by the sports users.

Some £40,000 of developers' contributions has been earmarked to spend on improvements to the Recreation Ground, and RCA has also pledged money. RCMC are currently identifying possible projects to spend the contributions on, with suggestions including replacement matting for underneath the play equipment, a cricket square, pitch surface improvements and additional items of play equipment.

## **RGMC Members and Staff**

Regrettably, Cllr David Symonds has resigned from the Parish Council, and the RGMC and members would like to thank him for his dedication and enthusiasm in his role as Chair of the Committee. A new Chair will be voted in at the next meeting of the RCMC.

We would also like to thank the volunteers involved with the charity, including the Parish Councillors, the groundsman and cleaning staff, and contractors who work hard to keep the recreation ground at a high standard for all users.

Gill Whatley  
14<sup>th</sup> May 2018