

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 13.05.19

Monday 13 May 2019 at 7pm  
The Meeting Room, the Church on the Green, Rowlands Castle PO9 6AB

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

## PRESENT:

Cllr C Stanley (elected Chairman – see Item 1), Cllr F Ball, Cllr P Cross, Cllr A Lee, Cllr J Moss and Cllr B Wilson.

## MINUTES:

Taken by Lisa Walker, Clerk to the Council

## A SAFETY ANNOUNCEMENT WAS MADE

*At the start of the Meeting, the Clerk confirmed all 7 councillors had signed a Declaration of Office after the uncontested Election on 2 May 2019*

### 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 took over as Chair of the Meeting.

### 2. To Receive Apologies for Absence

Apologies for absence were received from Cllr E Longman.

### 3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council's Annual Meeting held on 14 May 2018 (*circulated previously*)

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

### 4. To Receive Formal Notification of the Results of the Local Elections on 2 May, any Vacancies arising on the Council and Agree Action thereon

The Clerk stated the recent election had been uncontested with the 7 nominees elected to the Council, leaving 2 vacancies for Rowlands Castle Ward. Members AGREED to advertise these vacancies in accordance with guidelines to encourage expressions of interest from those wishing to join the Council.

**Action: Clerk to advertise vacancies accordingly**

### 5. 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.

### 6. To Review the Format of Agendas for future Council Mtgs, and Agree Action thereon

Members noted the sample alternative version of a recent agenda, re-ordering items into those for decision, discussion and information. Members acknowledged the value of having D and C Cllrs present during those items for decision and the importance of having any Open Forum item early in the proceedings. It was AGREED to trial the re-ordered agenda format for Council's next Mtg in June.

**Action: Clerk to draft the Agenda for next Council Mtg in accordance with re-ordered version**

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

#### Standing Orders (SOs)

Members reviewed the existing SOs (link circulated previously), noting that no new model NALC SOs had been published since the Council's last review. It was unanimously RESOLVED to amend the time of the Annual Mtg of Council to 7pm (see SO 22) and to include an additional SO (before existing SO 77) referencing the need for a copy of the most recent completed accounts from any company quoting or tendering for a contract with Council lasting 3 years or more.

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

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## Code of Conduct

Members noted the existing Code of Conduct (link circulated previously) mirrored that of East Hants District Council, in accordance with guidelines, and therefore no changes were necessary at present.

## Committee Terms of Reference

Members reviewed the Terms for the Staffing & Remuneration Committee, the Recreation Ground Management Committee and Parish Hall Management Committee (links circulated previously). It was unanimously RESOLVED to amend the Terms of the Staffing & Remuneration Committee to it having to meet a minimum of once a year.

**Action: Clerk to finalise, circulate and publish revised Committee's Terms**

## **8. To Review Councillors' Register of Interest Forms (RoI), for filing**

Following the recent elections, all councillors had been asked by East Hants District Council (EHDC) to complete new RoI forms. The Clerk confirmed she had received them from 6 cllrs, with the outstanding one due shortly.

**Action 1: Clerk to ensure final form is received**

**Action 2: Clerk to then forward all RoI forms to EHDC for completion, publication and filing**

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

Members noted the current situation in light of the recent elections and the resulting 2 vacancies at present. In addition to the existing membership, it was unanimously RESOLVED to appoint:

- Cllr Moss to join the Staffing & Remuneration Committee,
- Cllr Stanley to attend Parish Hall Management Committee Mtgs if required, and to amend the Committee's terms of reference to permit only one councillor to be on the Committee, if necessary,

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

## **10. To Receive and Agree the Meeting Schedule for the 2019/20 Council Year**

Members reviewed the draft Schedule prepared by the Clerk (circulated previously). It was unanimously RESOLVED to adopt the Schedule, incorporating the chosen date for the 2020 Annual Parish Mtg.

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

## **11. 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**

The Report from the Recreation Ground (circulated previously, held with these Minutes) was received and noted. Members accepted the Parish Hall Report would be provided for the June Council Mtg, along with the 2018 Accounts for signing before submission to the Charity Commission.

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

## **12. 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**

## **13. 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

East Hants Passenger Forum – Cllr Stanley, or Cllr Lee if the former is unavailable

Havant Thicket Reservoir Stakeholder Group – Cllr Stanley

*The Meeting ended at 7.55pm.*

During the course of the meeting (both part and whole) there were 5 members of the public and no members of the Press present.