

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 04.05.20

Monday 4 May 2020 at 7.00pm

Via Zoom, a Video-Conferencing Facility, due to the current Covid-19/Coronavirus Pandemic

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 S Donald, Cllr J Edwards, Cllr J Livitt, Cllr J Moss and Cllr B Wilson.

Mrs G Whatley (Council's Admin Asst) was also present.

MINUTES:

Taken by Lisa Walker, Clerk to the Council

THERE WAS NO NEED FOR THE CHAIRMAN'S SAFETY ANNOUNCEMENT ON THIS OCCASION

At the start of the Meeting, the Clerk confirmed Cllr Donald had signed a Declaration of Office after his co-option to the Council on 6 April 2020.

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. *The signed form has since been delivered to the Parish Office.*

2. To Receive Apologies for Absence

Apologies for absence were received from Cllr A Lee.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council's Annual Meeting held on 13 May 2019 (*circulated previously*)

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

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

It was AGREED it was not necessary to nominate a member for fulfil this role at present.

5. To Consider and Agree Action on a Policy for Future Co-option of Councillors

Members noted the draft policy prepared by Cllr Stanley in consultation with Cllr Lee and the Clerk, comments by Cllr Wilson thereon, and several subsequent minor amendments. It was unanimously RESOLVED to adopt the Policy including amendments.

Action: Clerk to finalise and publish Policy

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

Standing Orders (SOs)

Noting that no new model NALC SOs had been published since the Council's last review, members reviewed the existing SOs and the Clerk's proposed amendments to several SOs on Page 1 (circulated previously) in anticipation of the adoption of the Policy at Item 5 above. It was unanimously RESOLVED to amend the SOs accordingly.

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

Committee Terms of Reference

Members reviewed the Terms for the Staffing & Remuneration Committee, the Recreation Ground Management Committee and Parish Hall Management Committee (all circulated previously). It was unanimously AGREED to retain all existing Terms, on the basis of investigation with a view to adopting further policies to underpin the CIOs of the Hall and Recreation Ground, and their respective management committees.

Action: Clerk to liaise with appropriate councillors as appropriate

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7. To Review Councillors' Register of Interest Forms (RoI), for filing

Following his recent co-option, the Clerk confirmed Cllr Donald had completed and submitted his RoI form to EHDC for filing. All other members confirmed they had recently reviewed their forms and that no amendments were necessary.

Action: Clerk to inform EHDC that no amendments are necessary to cllrs' existing forms

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

Members noted the current membership list and signatories (circulated previously). In addition to the existing membership, it was unanimously RESOLVED to appoint:

- Cllr Livitt to join the Staffing & Remuneration Committee,
- Cllrs Edwards and Ball to join the Parish Hall Management Committee, to replace Cllr Wilson in time,
- Cllr Livitt to join the Recreation Ground Management Committee,
- Cllr Stanley to join as additional Financial Reviewer,
- Cllr Wilson to become a signatory to RCPC's Current Account,
- Cllr Livitt to become a signatory to the Recreation Ground Charity Account.

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

9. 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 for the forthcoming year.

Action: Clerk to inform relevant parties

10. 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 for the forthcoming year:

Flood Action Group – Cllrs Lee and Donald

Friends of Stansted Park Committee – Cllr Wilson

East Hants Community Rail Partnership – Cllrs Lee and Stanley

Havant Thicket Reservoir Stakeholder Group – Cllr Stanley

East Hants Association of Parish & Town Councils – Cllr Ball + other members if they wish

East Hants Passenger Transport Forum – Cllr Stanley

Butser Community Partnership Meetings – Clerk + one member, dependent on availability

The Meeting ended at 7.40pm.

During the course of the meeting (both part and whole) there was 1 member of the public in 'virtual' attendance and no members of the Press present.