

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 12.05.25

Monday 12 May 2025 at 7.00pm

The Meeting Room, Church on The Green, Rowlands Castle PO9 6AB

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

PRESENT:

Cllr C Stanley (elected Chairman – see Item 1), Cllr F Ball, Cllr S Donald, Cllr J Edwards, Cllr Y Haggard, Cllr S Donald and Cllr B Wilson
D Harland-Jones, Clerk, was also present

MINUTES:

Taken by Gill Whatley, Acting Clerk to the Council

1. To Elect a Chairman of the Parish Council

The Acting 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 took over as Chair of the Meeting and signed the Chairman's Declaration of Acceptance of Office form.

A SAFETY ANNOUNCEMENT WAS MADE

2. To Receive Apologies for Absence

No apologies were received.

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

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

4. To Review the Council's Standing Orders (SOs), Financial Regulations (FRs) and any Committee's Terms of Reference, and Agree Action thereon

Standing Orders (SOs) - The Clerk noted that there had been no further revisions of NALC's Model SOs, upon which Council's SOs are based, in the last year. Since May 2024, Council had not identified a need to make any amendments to Council's existing SOs;

Action: Clerk to publish SOs for new Council Year

Financial Regulations (FRs) – The Clerk will review the FRs and report any suggested amendments at the June meeting.

Action: Clerk to review FRs and produce report at June meeting.

Staffing & Remuneration Committee Terms of Reference Members will need to review the TORs for the Staffing & Remuneration Committee to ensure they are appropriate.

5. To Review Councillors' Register of Interest Forms

All members were requested to review their forms and make any amendments known to the Clerk, to update and sent to EHDC for filing in the near future. **Action: Clerk to amend and forward any amendments to EHDC by end May.**

6. To Receive and Agree the Meeting Schedule for the 2025/26 Council Year

Cllr Stanley read the suggested dates up to and including May 2026 and members unanimously RESOLVED to adopt the agreed Schedule of dates.

Action: Acting Clerk to produce and publish adopted Schedule, and book venues as appropriate

7. To Appoint an Internal Auditor for 2024/25 Council Year

It was unanimously RESOLVED to appoint Eleanor Greene of Do the Numbers Ltd as the Council's internal auditor for the forthcoming year. **Action: Acting Clerk to inform Do the Numbers of appointment**

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

Members reviewed the current Membership list and no changes were required. It was unanimously RESOLVED to confirm all agreed appointments and publish accordingly. It was RESOLVED to remove Lisa Walker as signatory to both bank accounts, and add Clerk D Harland-Jones. It was further RESOLVED that Cllrs C Stanley, I Moore and J Edwards be Finance Reviewers.

Action: Clerk to amend Bank Signatory Details and finalise Membership List, and include details on website

9. To Appoint Representatives to the following Outside Bodies:

With the relevant individuals' agreement, it was unanimously RESOLVED to appoint the following to represent the Council on the following for the forthcoming year:

Flood Action Group – Cllr Donald (any future Finchdean Ward Cllr would also be invited to join the Group)
Friends of Stansted Park Committee – Cllr Wilson
Hills to Harbour Community Rail Partnership – Cllr Stanley
Havant Thicket Reservoir Stakeholder Advisory Group – Cllr Stanley
East Hants Association of Parish & Town Councils – Cllr Ball and/or others, dependent on availability
East Hampshire Passenger Transport Forum – Cllr Stanley
EHDC's Place-making Strategy & Delivery Groups – Cllr Stanley and the Clerk, respectively

10. To Agree Councillors Leading on Specified Topics:

With the relevant individuals' agreement, it was unanimously RESOLVED to appoint the following to lead on the topics below for the forthcoming year:

Environment – Cllr Haggard
Flooding – Cllr Donald
Planning – Cllr Wilson
Recreation Ground – Cllr Moore
South Downs National Park – Cllr Haggard, until the vacancy for Finchdean Ward Cllr is filled
Transport & Roads – Cllr Stanley

Action: Clerk to finalise Leads and include details on website

The Meeting ended at 7.15pm.

During the course of the meeting (both part and whole) there were 7 members of the public and no members of the Press in attendance.