

HORNDEAN PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD VIRTUALLY ON 5th MAY 2021 AT 7.00 P.M. WITH MICROSOFT TEAMS

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Alexander, P Beck, D Evans, J Lay, P Little, D Prosser, B Raymond, R Veitch, Mrs I Weeks

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker & Meeting Facilitator)

PUBLIC ATTENDANCE: No members of the public present.

HPC 015/21/22 **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr A Forbes nominated Cllr Mrs L Evans as Chairman. This was seconded by Cllr P Beck. No other nominations were received.

Cllr Mrs L Evans was duly elected as Chairman of the Council.

HPC 016/21/22 **TO ELECT A VICE CHAIRMAN**

Cllr D Alexander nominated Cllr A Forbes as Vice Chairman. This was seconded by Cllr P Beck. No other nominations were received.

Cllr A Forbes was duly elected as Vice Chairman of the Council.

HPC 017/21/22 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs E Tickell.

HPC 018/21/22 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 019/21/22 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or press present.

HPC 020/21/22

**TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON
THE 19th APRIL 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 19th April 2021 be signed as a true record of the meeting.

This was proposed by Cllr B Raymond and seconded by Cllr P Little. All agreed.

HPC 021/21/22

**REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB
COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

Cllr Mrs L Evans proposed that all current delegation to the Chief Officer remains unchanged. This was seconded by Cllr Mrs I Weeks. All agreed.

The Chief Officer has delegated powers as detailed in the Standing Orders and Finance Regulations. The committees work to their Terms of Reference and the only committee with delegated powers is Planning and Public Services.

No powers are delegated to other Local Authorities

There are no plans to amend these delegations.

HPC 022/21/22

REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

No changes to the current Terms of Reference for Committees were proposed. They remain unchanged.

HPC 023/21/22

**RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND
ELECTION OF CHAIRMAN TO COMMITTEES**

Registration of interest for the Committees were received from Members and noted.

Election of Chairman to Committees took place as follows:

▪ **Finance & General Purposes Committee**

- Cllr D Alexander
- Cllr Mrs L Evans
- Cllr A Forbes
- Cllr J Lay
- Cllr P Little
- Cllr B Raymond
- Cllr D Prosser

It was **RESOLVED** that Cllr D Alexander be elected as Chairman of the Finance & General Purposes Committee. This was proposed by Cllr A Forbes and seconded by Cllr P Little.

▪ **Planning & Public Services Committee**

- Cllr P Beck
- Cllr Mrs E Tickell
- Cllr Mrs L Evans
- Cllr R Veitch
- Cllr Mrs I Weeks
- Cllr P Little
- Cllr D Prosser

It was **RESOLVED** that Cllr P Beck be elected as Chairman of the Planning & Public Services Committee. This was proposed by Cllr I Weeks and seconded by Cllr R Veitch.



▪ **Grounds Committee**

- Cllr Mrs E Tickell
- Cllr D Alexander
- Cllr Mrs L Evans
- Cllr J Lay
- Cllr P Little
- Cllr B Raymond
- Cllr A Forbes

It was **RESOLVED** that Cllr Mrs E Tickell be elected as Chairman of the Grounds Committee. This was proposed by Cllr J Lay and seconded by Cllr P Beck.

▪ **Staff Committee**

- Cllr R Veitch
- Cllr Mrs L Evans
- Cllr Mrs I Weeks
- Cllr Mrs E Tickell
- Cllr P Little
- Cllr J Lay
- Cllr D Prosser
- Cllr A Forbes

It was **RESOLVED** that Cllr R Veitch be elected as Chairman of the Staff Committee. This was proposed by Cllr Mrs L Evans and seconded by Cllr J Lay.

The Chairman reminded members that there are three councillor vacancies within the Parish council and requested that members actively encourage others to apply for co-option.

HPC 024/21/22

APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (INCLUDING, IF APPROPRIATE SUBSTITUTE COUNCILLORS) AND RECEIPT OF NOMINATIONS TO THEM

The Chairman proposed that there are no additional committees required. All agreed.

HPC 025/21/22

REVIEW OF ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

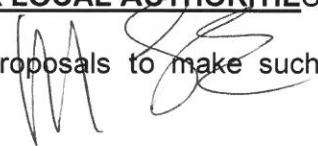
The Chairman explained that the Financial Regulations and Standing Orders are reviewed regularly and when necessary.

It was **RESOLVED** that the current Standing Orders and Financial regulations are adopted for 2021/2022. This was proposed by Cllr P Beck and seconded by Cllr R Veitch.

HPC 026/21/22

REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

There are no such arrangements currently in place. There are no proposals to make such arrangements.



HPC 027/21/22

REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

Representation on external bodies have been agreed as follows:

- | | | |
|--|---|--------------------|
| ▪ East Hants Association Town & Parish Council | - | Cllr Mrs L Evans |
| ▪ Catherington Village Residents Association | - | Cllr Mrs E Tickell |
| ▪ Horndean Community Association | - | Cllr Mrs L Evans |
| ▪ Horndean Twinning Association | - | Cllr A Forbes |
| ▪ Lovedean Village residents Association | - | Cllr P Beck |
| ▪ East Hampshire Passenger Transport Forum | - | Cllr D Alexander |

It is to be noted that the Horndean Older Peoples Enabling Forum and East Hampshire Passenger Transport Forum are no longer operational.

HPC 028/21/22

CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The current insurance in place provides adequate cover and is managed well.

Cllr A Forbes notes that on page 9 of the Schedule the location of 'Office Contents' still makes reference to Tyfield House. The amendment to Jubilee Hall will be undertaken by the office.

HPC 029/21/22

REVIEW OF THE COUNCILS AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

The following memberships were noted:

- Hampshire Association of Local Councils (HALC) and additional HR Service
- South East Employers for HR and Employment Law Advice
- Society for Local Council Clerks
- Campaign for Protection of Rural England
- Hampshire Playing Fields Association
- Chartered Management Institute
- The Institute of Local Council Management

The current memberships are to be continued.

HPC 030/21/22

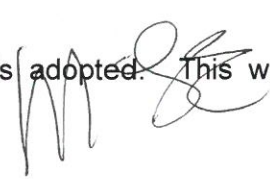
REVIEW THE COUNCILS COMPLAINTS PROCEDURE

It was **RESOLVED** that the current Complaints procedure is adopted. This was proposed by Cllr P Beck and seconded by Cllr R Veitch.

HPC 031/21/22

REVIEW THE COUNCILS PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE GENERAL DATA PROTECTION REGULATION

It was **RESOLVED** that the current Freedom of Information procedure is adopted. This was proposed by Cllr B Raymond and seconded by Cllr P Little



HPC 032/21/22

REVIEW THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA

It was **RESOLVED** that the current Press and Media Policy is adopted. This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes.

HPC 033/21/22

TO CONSIDER BANK MANDATES AND SIGNATORIES FOR ACCOUNTS

The current signatories on the bank accounts were reviewed. It was concluded that no additional signatories were required.

It was **RESOLVED** to retain the current signatories on the bank accounts as follows:

BANK MANDATES : 2021-22					
Surname	Forename	Designation	Co-operative	Lloyds	Cambridge & Counties
Evans	Lynn	Chairman	✓	✓	✓
Evans	David	Councillor	✓	✓	✓
Beck	Paul	Councillor	✓	✓	✓
Forbes	Andrew	Councillor	x	✓	✓
Tickell	Elaine	Councillor	✓	x	x
Baverstock-Jones	Carla	Executive Officer	✓	✓	x
Ritson	Simon	RFO	x	✓	x
Mandate			3	3	2

HPC 034/21/22

TO NOTE THE TOTAL PRECEPT REQUIREMENT IN RESPECT OF 2021/22 BEING £380,265

The precept requirement of 2021/2022 is duly noted.

HPC 035/21/22

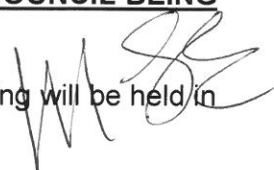
TO REVIEW THE INVESTMENT STRATEGY

Cllr Mrs L Evans proposed that the Investment strategy is reviewed at the next F&GP committee meeting in the first instance.

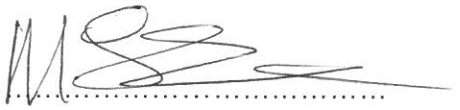
HPC 036/21/22

TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 21 JUNE 2021

The next scheduled meeting of the Council is noted as 21st June 2021. This meeting will be held in Jubilee Hall.



Meeting concluded at 7:38pm.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above a dotted line.

Signed - The Chairman

A handwritten date '21/6/2021' in black ink, positioned above a dotted line.
Date