



HORNDDEAN PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT JUBILEE HALL ON 23RD MAY 2022 AT 7.00 P.M.

PRESENT: Councillors T Attlee, A Forbes, D Alexander, P Beck, D Evans, Mrs L Evans, S Freeman J Lay, D Prosser, B Raymond, Mrs E Tickell, Mrs I Weeks

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Sarah Guy, Office Manager (Minute Taker)

PUBLIC ATTENDANCE: Chris Hatter - East Hampshire District Councillor was present.

HPC 017/22/23 **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Freeman 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 018/22/23 **TO ELECT A VICE CHAIRMAN**

Cllr P Beck nominated Cllr A Forbes as Vice Chairman. This was seconded by Cllr Mrs I Weeks. No other nominations were received.

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

HPC 019/22/23 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllrs P Little and R Veitch.

HPC 020/22/23 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 021/22/23 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. District Cllr Hatter said he had attended to observe only.

HPC 022/22/23 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 25 APRIL 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 25th April 2022 be signed as a true record of the meeting.

All agreed.

HPC 023/22/23 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 1 ATTACHED)**

The orders for payment (List 1 attached) was circulated and a question was raised regarding line 21 – Green Fox, for the monthly hall cleaning and office carpet Cleaning. The Chief Officer explained that the cleaning covered 3x cleans a week at Jubilee Hall and a one-off carpet clean at Horndean Parish Council office.

It was **RESOLVED** that the Orders for Payment (List 1 attached) be approved and duly signed. All agreed.

HPC 024/22/23 **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.

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

HPC 025/22/23 **REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

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

HPC 026/22/23 **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 T Attlee

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

▪ **Planning & Public Services Committee**

- Cllr P Beck
- Cllr Mrs E Tickell
- Cllr R Veitch
- Cllr Mrs I Weeks
- Cllr P Little
- Cllr D Prosser
- Cllr T Attlee

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

▪ **Grounds Committee**

- Cllr Mrs E Tickell
- Cllr Mrs L Evans
- Cllr J Lay
- Cllr B Raymond
- Cllr A Forbes
- Cllr S Freeman
- Cllr D Prosser

It was **RESOLVED** that Cllr Mrs E Tickell be elected as Chairman of the Grounds Committee. This was proposed by Cllr A Forbes. All agreed.

▪ **Staff Committee**

- Cllr R Veitch
- Cllr Mrs L Evans
- Cllr Mrs E Tickell
- Cllr J Lay
- Cllr D Prosser
- Cllr A Forbes
- Cllr S Freeman

It was **RESOLVED** that Cllr R Veitch be elected as Chairman of the Staff Committee. This was proposed by Cllr P Beck. All agreed.

HPC 027/22/23

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 028/22/23

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 2022/2023.

HPC 029/22/23 **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 were no proposals to make such arrangements.

HPC 030/22/23 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

Representation on external bodies were 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 S Freeman
- Horndean Twinning Association - Cllr A Forbes
- Lovedean Village residents Association - Cllr P Beck
- HCC Passenger Transport Forum meeting arise. - N/A – Volunteer required, should a

HPC 031/22/23 **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The Insurance Policy was circulated and agreed.

HPC 032/22/23 **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 033/22/23 **REVIEW THE COUNCILS COMPLAINTS PROCEDURE**

It was **RESOLVED** that the current Complaints procedure is adopted. All agreed.

HPC 034/22/23 **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. All agreed.

HPC 035/22/23 **REVIEW THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA**

It was **RESOLVED** that the current Press and Media Policy is adopted. All agreed.

HPC 036/22/23 **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 037/22/23 **TO NOTE THE TOTAL PRECEPT REQUIREMENT IN RESPECT OF 2022/23 BEING £391,817**

The precept requirement of 2022/2023 was duly noted.

HPC 038/22/23 **TO REVIEW THE INVESTMENT STRATEGY**

It was **RESOLVED** that the current Investment Strategy is adopted. All agreed.

HPC 039/22/23

**TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND
GENERAL PURPOSES COMMITTEE MEETING ON THE 16 MAY 2022, IN
RESPECT OF UPGRADING THE IT EQUIPMENT, NAMELY THE SERVER**

It was **RESOLVED** that

- The server be upgraded, as per the quotation and recommendation from Rocket Computer Services at a total cost of £5,642.99 + VAT.
- The funding will be provided from the General Reserves.

All agreed.

HPC 040/22/23

**TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING
THE 20TH JUNE 2022**

The next scheduled meeting of the Council was noted as 20th June 2022. This meeting will be held in Jubilee Hall.

Meeting concluded at 7:45pm.

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Signed - The Chairman

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Date