

HORNDEAN PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT
JUBILEE HALL ON MONDAY 21 MAY 2018 AT 7.00 P.M.

PRESENT: Councillors P Beck, Mrs D Denston, D Evans, Mrs L Evans (Chairman), A Forbes (Vice Chairman), Miss J Murray, I Weeks, N Wren, R Veitch

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

PUBLIC ATTENDANCE: 1 member of the press and 1 member of the public were present.

HPC 027/18/19 **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Wren proposed that Cllr Mrs L Evans be elected as Chairman of Horndean Parish Council. This was seconded by Cllr Veitch.

It was **RESOLVED** that

- Cllr Mrs L Evans be elected Chairman of Horndean Parish Council by a unanimous vote.
- The declaration of acceptance of office be duly signed.

HPC 028/18/19 **TO ELECT A VICE CHAIRMAN**

Cllr Beck proposed that Cllr Forbes be elected as Vice Chairman of Horndean Parish Council. This was seconded by Cllr Mrs I Weeks.

It was **RESOLVED** that

- Cllr Forbes be elected Vice Chairman of Horndean Parish Council by a unanimous vote.
- The declaration of acceptance of office be duly signed.

HPC 029/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Alexander, M Burridge, Dr C Jacobs, Mrs Z I Pearson, R Sowden, and Mrs E Tickell.

HPC 030/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 031/18/19 **PUBLIC SESSION**

The meeting was duly opened to the public.

Paul Ferguson from the Horndean Post wished good luck to members of staff at Horndean Parish Council, taking part in an abseil at Spinnaker Tower on 27th May 2018 to raise funds for two suicide charities. The Chief Officer confirmed that the abseil team had almost reached their target of £2k.

HPC 032/18/19 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 23 APRIL 2018**

It was **RESOLVED** that the minutes of the Council meeting held on 23 April 2018 be duly signed as a true record of the meeting.

HPC 033/18/19 **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

The Chairman informed Members that none had been suggested.

HPC 034/18/19 **REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

It was noted that Members were happy with the Terms of Reference for all Committee's within HPC.

HPC 035/18/19 **RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND ELECTION OF CHAIRMAN TO COMMITTEES**

It was **RESOLVED** that the following Councillors be accepted as Committee members as per their nomination to existing Committees and the following Councillors be elected as Chairman of each Committee.

Finance & General Purposes Committee

- Cllr D Alexander
- Cllr M Burridge
- Cllr L Evans
- Cllr A Forbes

It was **RESOLVED** that Cllr D Alexander be elected as Chairman of the Finance & General Purposes Committee. This was proposed by Cllr Mrs L Evans and seconded By Cllr Beck.

Planning & Public Services Committee

- Cllr P Beck
- Cllr Dr C Jacobs
- Cllr Miss J Murray
- Cllr Mrs E Tickell
- Cllr R Veitch
- Cllr Mrs I Weeks
- Cllr N Wren

It was **RESOLVED** that Cllr Beck be elected as Chairman of the Planning & Public Services Committee. This was proposed by Cllr Miss J Murray and seconded by Cllr Wren.

Grounds Committee

- Cllr D Alexander
- Cllr M Burridge
- Cllr Mrs D Denston
- Cllr Mrs L Evans (non-voting member)
- Cllr Mrs Z I Pearson
- Cllr M R Sowden
- Cllr Mrs E Tickell
- Cllr N Wren

It was **RESOLVED** that Cllr Mrs Tickell be elected as Chairman of the Grounds Committee.

Staff Committee

- Cllr L Evans
- Cllr Miss J Murray
- Cllr Mrs Z I Pearson



- Cllr Mrs E Tickell
- Cllr R Veitch
- Cllr Mrs I Weeks
- Cllr N Wren

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

HPC 036/18/19 **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**

There was no appointment of any new Committees.

HPC 037/18/19 **REVIEW OF ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

The Chairman stated that both Standing Orders and Financial Regulations had been amended throughout the year.

It was **RESOLVED** that

- Standing Orders and Financial Regulations be adopted as is with no amendments to be made.
- Council continue to amend Standing Orders and Financial Regulations when necessary.

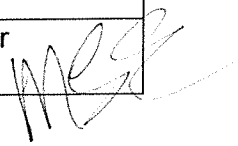
HPC 038/18/19 **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

The Chairman stated that there are none. This was noted by Members.

HPC 039/18/19 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

It was **RESOLVED** that the list of HPC representation is as follows.

Association	Councillor Representatives
Community Forum	Cllr Mrs Dorothy Denston
EHDC Association Town & Parish Council	Cllr Mrs Dorothy Denston
Catherington Village Residents Association	No Representative
Horndean Community Association	Cllr Mrs Dorothy Denston
Horndean Twinning Association	Cllr Andy Forbes
Horndean Older peoples Enabling Forum	Cllr Mrs Lynn Evans
Lovedean Village Residents Association	Cllr Paul Beck
East Hampshire Passenger Transport Forum	Cllr David Alexander



HPC 040/18/19

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

The Chief Officer informed Members that the insurance cover in respect of all insured risk was in place until 1st October 2020. She confirmed that the public liability and employers liability was set at ten million and said a yearly review was undertaken as appropriate.

The Chief Officer was asked to investigate whether the insurance policy includes cover for claims arising from any data protection breaches resulting in a loss of personal data. Council raised this as a concern given the implementation of the General Data Protection Regulation.

HPC 041/18/19

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

It was **RESOLVED** that the Councils and Employees membership of other Bodies should continue unaltered as follows.

- Hampshire Association of Local Councils (HALC) and additional facility with South East Employees for HR and Employment Law Advice.
- Society of Local Council Clerks.
- Campaign for Protection of Rural England.
- Hampshire Playing Fields Association.
- The Institution of Occupational Safety and Health (IOSH).
- The Institute of Local Council Management.

HPC 042/18/19

REVIEW THE COUNCILS COMPLAINTS PROCEDURE

It was **RESOLVED** that the HPC Complaints procedure remain adopted.

HPC 043/18/19

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 procedure for handling requests made under the Freedom of Information Act be adopted with the addition of the HPC Privacy Policy, previously adopted by Council.

HPC 044/18/19

REVIEW THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA

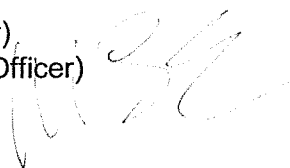
It was **RESOLVED** that the Press and Media Policy remain adopted.

HPC 045/18/19

TO CONSIDER BANK MANDATES AND SIGNATORIES FOR ACCOUNTS

It was **RESOLVED** that the current list of bank mandates and signatories be agreed as follows

- Cllr Mrs L Evans
- Cllr Miss J Murray
- Cllr M Burrige
- Cllr Mrs E Tickell
- Cllr Dr C Jacobs
- Cllr Mrs D Denston
- Cllr D Evans
- Cllr P Beck
- Cllr A Forbes
- Carla Baverstock- Jones (Chief Officer)
- Simon Ritson (Responsible Financial Officer)



HPC 046/18/19 TO NOTE THE TOTAL PRECEPT REQUIREMENT IN RESPECT OF 2018/19

The total precept requirement in respect of 2018/19 was noted as £366,168.

HPC 047/18/19 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 2 ATTACHED)

The Orders for Payment was circulated. It was RESOLVED that the Orders for Payment (List 2 attached) be approved and duly signed.

HPC 048/18/19 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 11 JUNE 2018

Noted.

HPC 049/18/19 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960).

It was RESOLVED that the public and press be excluded for the confidential part of the meeting.

HPC 050/18/19 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 23 APRIL 2018.

It was RESOLVED that the Confidential minutes of the Council meeting held on 23 April 2018 be duly signed as a true record of the meeting.

Meeting ended 7.40pm



Chairman

11/6/18

Dated