

# HORMEAD PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting Thursday 16 May 2013 at 8pm in the Meads Pavilion

### ACTION

**PRESENT:** Cllr Robb Denham (RED); Cllr Dave Baseley (DB); Cllr Jayne Denham (JD); Cllr Elaine Harding (EH); Cllr John Kilby (JK)

Clerk: Colin Marks

County Cllr Rose Cheswright and 5 other members of the public.

***The agenda noted that the business to be conducted at the Annual Parish Council Meeting was dictated by statute and as set out in the Council's Standing Orders***

#### 13.082 Election of Chairman for the ensuing year

Cllr Robb Denham announced that he would not be standing for re-election as Chairman. Cllr Jayne Denham was proposed and seconded and following a vote it was **RESOLVED that Cllr Jayne Denham be elected as Chairman for the ensuing year.**

#### 13.083 Declaration of Acceptance of Office

Cllr Jayne Denham duly signed her Declaration of Acceptance of Office and took the Chair for the remainder of the meeting.

JD

#### 13.084 Apologies for absence

1. **Councillors:** Cllr D Ginn (business)
2. **Others:** Rev Kate Peacock, PCSO Amanda Higham

#### 13.085 Appointment of Vice-Chairman for the ensuing year

In Cllr David Ginn's absence, Cllr Dave Baseley was proposed and seconded and following a vote, it was unanimously **RESOLVED that Cllr Dave Baseley be appointed as Vice Chairman for the ensuing year.**

DB

Cllr Baseley duly signed his Declaration of Acceptance of Office.

#### 13.086 To approve Minutes of the Parish Council Meeting, 18 April 2013

Following a vote of 3:1 (Cllr Harding abstaining because she was absent from the meeting) it was **RESOLVED that the Minutes of 18 April 2013 be accepted as a true and accurate record.**

Clerk

The Chairman signed the Minutes at the end of the meeting.

#### 13.087 Review of delegation arrangements to committees, the clerk, and other local authorities

It was noted that the Staffing Committee comprising Cllr Jayne Denham, Cllr Robb Denham and Cllr Ginn would continue as approved at the Parish Council Meeting on 21 March 2013, and that the Clerk would continue to be responsible for all Meads matters and events, and as liaison with other local authorities.

JD  
RED  
DEG  
Clerk

#### 13.088 Review of Terms of Reference of Staffing Committee

Approved at Parish Council Meeting 21 March 2013, therefore not reviewed at this time.

#### 13.089 Review of Standing Orders and Financial Regulations

Approved at Parish Council Meeting 21 March 2013, therefore not reviewed at this time.

#### 13.090 Review of inventory of land and assets

To be considered with the insurance policy renewal at the May Parish Council Meeting which was immediately following this Annual meeting.

ALL

- 13.091 Review of all insurance cover**  
 To be considered with the insurance policy renewal at the May Parish Council Meeting which was immediately following this Annual meeting. **ALL**
  
- 13.092 Review of Council's and Clerk's membership of other bodies**  
 Council: HAPTC/NALC £387 pa (paid April) **ALL**  
           CDA for Herts £30 pa (paid January)  
 Clerk: SLCC £100 pa (paid December - transferable if clerk changes)  
           CPALC Free Member Clerk status (upgrade to be considered at the May Parish Council Meeting, immediately following this Annual meeting.)
  
- 13.093 Review of Complaints Procedure**  
 Adopted within Staffing Committee Terms of Reference 21 March 2013, therefore not reviewed at this time.
  
- 13.094 Review of FOI Procedure**  
 Adopted within Standing Orders 21 March 2013, therefore not reviewed at this time.
  
- 13.095 Review of Council's policy for dealing with the press and media**  
 Adopted within Standing Orders 21 March 2013, therefore not reviewed at this time.
  
- 13.096 Review of dates, times and place of meeting for the coming year**  
 To continue on the third Thursday of each month, except August, as resolved at the Parish Council Meeting on 20 December 2012. This may be reviewed if Council deems appropriate.

There being no further business, the Chairman announced that the May Parish Council Meeting would convene following a five-minute break, and closed the Annual Parish Council Meeting at 8.16pm

**Signed** ..... **Dated**.....