

HORMEAD PARISH COUNCIL

Minutes of the Annual Hormead Parish Council Meeting Thursday 22 May 2014 at 8pm in Meads Pavilion

PRESENT: Cllr Jayne Denham, Chairman (JD), Cllr John Kilby (JK), Cllr Denis Madden (DM), Cllr Richard White (RW)

Four members of the public

In attendance: Colin Marks, Clerk to the Parish Council

ACTION

- 14.084 Election of Chairman for the ensuing year**
Following a vote, it was **RESOLVED to elect Cllr Jayne Denham as Chairman of the Parish Council for the ensuing year.**
- 14.085 Declaration of Acceptance of Office**
Cllr Jayne Denham duly signed her Declaration of Acceptance of Office. **JD**
- 14.086 Apologies for absence**
1. Councillors: Cllr Dave Baseley: away on business; Cllr Robb Denham: unwell
2. Others: County Cllr Rose Cheswright: away
- 14.087 To consider, if appropriate, the appointment of Vice-Chairman for the ensuing year**
Following a proposal it was **RESOLVED to appoint Cllr John Kilby as Vice-Chairman for the ensuing year.** Cllr Kilby duly signed his Declaration of Acceptance of Office. **JK**
- 14.088 Review of delegation arrangements to committees, the Clerk and other local authorities**
The Clerk pointed out that these arrangements are contained within Standing Orders which are to be reviewed shortly to align with the latest NALC model; therefore this should be held over. **Clerk**
- 14.089 To review the members and Terms of Reference for committees**
Staffing Committee: following a discussion it was **RESOLVED to appoint Cllr Jayne Denham, Cllr Denis Madden and Cllr Richard White as the members of the Staffing Committee.** **JD/DM/
RW**
- 14.090 Review of Standing Orders and Financial Regulations**
These are to be reviewed shortly to align with the latest NALC model. Cllr Kilby requested that the Cllr Robb Denham's involvement in the year-end accounts be reconsidered at the June PC meeting and that the accounts be made available to councillors in good time. The Clerk reminded the meeting that the external auditor, BDO, had approved the past two years' accounts without raising any issues, and that the internal auditor has done likewise for the 2013/14 accounts. The statutory notice of Electors' Rights to view the 2013/14 accounts is on the notice boards until 2nd June, after which time the accounts will be available for inspection upon request and by appointment. **Clerk**
- 14.091 Review of inventory of assets**
There was a discussion as to why the Asset Register had appeared on recent agendas yet had not been produced. The Clerk said this was because it had been looked at in conjunction with the Neighbourhood Plan, which looked at a broader range of assets than those of the Parish Council. It was agreed to produce the inventory for the June meeting. **RED/
Clerk**
- 14.092 Review of insurance cover**
This was on the agenda of the full Council meeting immediately following this Annual PC meeting. **ALL**
- 14.093 Review of Council's and Clerk's membership of other bodies**
The Clerk explained the membership benefits of HAPTC, NALC, CDA, CPALC and SLCC. Following a discussion it was agreed to review the CDA membership in particular, and other bodies also, as and when they come up for annual renewal. **ALL**

14.094 Review of Council's Complaints Procedure
The Clerk explained that these are incorporated in the Staffing Committee Terms of Reference and within Standing Orders, which will be reviewed shortly to align with the latest NALC model. **Clerk**

14.095 Review of Council's FOI policy
The Clerk explained that the policy is based on the FOI Act 2000; it is contained within Standing Orders and can be found on the PC website. It was agreed to review with Standing Orders. **ALL**

14.096 Review of Council's procedure for dealing with the press/media
It was agreed to review within Standing Orders, which will be reviewed shortly to align with the latest NALC model. **ALL**

14.097 Dates, times and place of meetings for the coming year
Cllr Kilby requested that at the June meeting consideration be given to reduce the number of full Council meetings to six a year, plus planning meetings as necessary. **ALL**

The Clerk distributed copies of the 4th edition of The Good Councillor's Guide (NALC) to all members

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.42pm for a 10 minute coffee break before reconvening for the May Parish Council Meeting.

Signed **Dated**