

HORMEAD PARISH COUNCIL

Minutes of the Hormead Annual Parish Council Meeting Thursday 21 May 2015 8pm in the Meads Pavilion

PRESENT: Cllr Jayne Denham, Chairman (JD); Cllr Robb Denham (RED); Cllr John Kilby (JK); Cllr Marty Kilby (MK); Cllr Denis Madden; Cllr Teresa Marks (TM); Cllr Richard White (RW)

Three members of the public

Colin Marks, Clerk to the Parish Council

All members of the Parish Council had previously signed their Declaration of Acceptance of Office, witnessed by the Clerk

Chairman Cllr Jayne Denham welcomed everyone to the meeting and welcomed Cllr Marty Kilby as the new member of the Council.

ACTION

15.066 Election of Chairman for the ensuing year

Following a vote it was **RESOLVED that Cllr Jayne Denham be elected as Chairman for the ensuing year**

15.067 Chairman's Declaration of Acceptance of Office

Cllr Jayne Denham duly signed the Declaration of Acceptance of Office, witnessed by the Clerk as the Proper Officer of the Council

15.068 Apologies for absence

1. Councillors: Cllr Denis Madden left the meeting at 8.05pm giving his apologies for having to attend to urgent personal business.
2. Others: None (*Clerk's note: Dist Cllr Ben Harris-Quinney sent an apology that was received after the meeting*)

15.069 Consideration of the appointment of a Vice-Chairman for the ensuing year

Following a discussion it was unanimously **RESOLVED that it was not appropriate to appoint a Vice-Chairman for the ensuing year.**

15.070 Review of delegation arrangements to committees, the Clerk, and other local authorities

It was noted that the relevant Standing Orders sections were sections 10 and 24. Following a discussion it was unanimously **RESOLVED to continue the existing delegation arrangements as set out in Standing Orders.**

15.071 Review and consideration of the members and Terms of Reference for committees

1. Staffing Committee: It was **RESOLVED that Cllrs R Denham, D Madden and R White be the members of the Committee., and that Cllr J Denham, as Chairman, is ex officio member of all committees.**
2. VHMC Representative: Cllr Marks suggested that in light of ex Cllr Dave Baseley's undertaking to continue to keep the Council informed of VH developments and news, a representative was not necessary. It was agreed that the Clerk should contact VHMC Chairman Dave Baseley to see whether the VHMC want a PC representative. Position to be confirmed at the June Council meeting.
3. School Governor representative: The Chairman reported that Rev Kate Peacock had said she was unsure whether a Parish Council representative was permissible under the current rules that regulate the membership of Hormead Primary School's board of Governors. Chairman to discuss with Rev Peacock and report to the June Council meeting.

**RED/DM/
RW/JD**

Clerk

JD

**15.072 Review as appropriate Standing Orders and Financial Regulations
Standing Orders**

1. Following a discussion it was agreed to amend 11.16 to read, "Subject to standing order 11.15 above, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means by any person is permitted, provided it does not cause disruption."

Before the amended wording is incorporated into Standing Orders, the Clerk was asked to obtain a definitive statement from NALC's legal team regarding recording of meetings and the correctness of the wording of 11.15 and 11.16. It was hoped this could be obtained in time for the June Council meeting.

Clerk

- 2. Following a further discussion it was **RESOLVED to amend 29.2 to read, "Councillors in their capacity as councillors shall not provide oral or written statements or articles to the press or other media unless such statements have been authorised by the Council."** See Agenda item 15.078 below.

RED/
Clerk

Financial Regulations

Being based on the NALC model, it was unanimously **RESOLVED that the current Financial Regulations are fit for purpose.**

15.073 Review of inventory of land and assets

It was noted that a wooden planter had been donated to the Council by Cllr Kilby in 2012, which should be added to the register. Subject to the addition, it was unanimously **RESOLVED to accept the asset register as presented.**

RED/
Clerk

15.074 Review of all insurance cover

To be discussed at the May Council Meeting later this evening.

15.075 Review of Council's and Clerk's membership of other bodies

It was unanimously **RESOLVED to continue the Council's membership of HAPTC and NALC, and the Clerk's membership of CPALC and SLCC, but to discontinue the Council's membership of CDA for Herts.**

Clerk

15.076 Review of Council's complaints/grievance procedure

It was unanimously **RESOLVED to continue with the procedures incorporated in Standing Orders Section 8 and the Staffing Committee Terms of Reference**

15.077 Review of the Council's FOI Policy and procedure, DPA Policy and SAR Procedure

It was unanimously **RESOLVED that the FOI Policy and FOI Requests & Complaints procedures as adopted on 18 September 2014, and the Data Protection Policy and Subject Access Request Procedure as adopted in November 2014 should stand unchanged.**

15.078 Review of the Council's policy for dealing with the press/media

See Agenda item 15.072.2 Standing Orders above.

15.079 Dates, times and place of meetings for the coming year

Following a discussion it was **RESOLVED that the Parish Council would continue to meet on the third Thursday of each month, except August when there would be no meeting.**

Clerk

The Chairman thanked everyone for attending and closed the Annual Council Meeting at 8.50pm. She announced a 10 minute break before the commencement of the May Parish Council Meeting.

Signed.....Dated.....