

HORMEAD PARISH COUNCIL

Minutes of the Hormead Annual Parish Council Meeting Thursday 18th May 2017, 7.30pm in the Meads Pavilion

PRESENT: Cllr Jayne Denham (JD); Cllr Robb Denham (RED); Cllr John Kilby (JK); Cllr Marty Kilby (MK); Cllr Teresa Marks (TM); Cllr Matthew Reeves-Hairs (MRH); Cllr Richard White (RW)
Three members of the public

Colin Marks, Clerk to the Parish Council

ACTION

Councillor Jayne Denham welcomed everyone to the meeting at 8pm and announced the first item of business.

- 17.054 Election of Chairman for the ensuing year**
Following a proposal, second, and vote of 4 to 2, it was **RESOLVED that Cllr Jayne Denham be elected as Chairman for the ensuing year**
- 17.055 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 **JD/
Clerk**
- 17.056 Apologies for absence**
1. Councillors: None (all present)
2. Others: Rev Kate Peacock, Sgt Duncan Wallace
- 17.057 Consideration of the appointment of a Vice-Chairman for the ensuing year**
Following a proposal, second and vote, it was unanimously **RESOLVED that Cllr Richard White be appointed as Vice-Chairman for the ensuing year.** Cllr White signed a Declaration of Acceptance of Office.
- 17.058 Review of delegation arrangements to committees, the Clerk, and other local authorities**
It was noted that the relevant Standing Orders sections were sections 6 and 26. The arrangements were considered and it was unanimously **RESOLVED to continue the existing delegation arrangements as set out in Standing Orders.** **Clerk**
- 17.059 Review and consideration of the members and Terms of Reference for committees**
1. **Staffing Committee:** Following a discussion and proposals, by a vote of 4:2 with 1 abstention it was **RESOLVED that Cllrs R Denham, R White, and J Denham be the members of the Committee, and that the Terms of Reference be affirmed.** **RED/RW/
JD/Clerk**
2. **VHMC Representative:** It was **RESOLVED that Matthew Reeves-Hairs be appointed as the representative.** **MRH**
- 17.060 Review of Council's complaints/grievance procedure**
It was unanimously **RESOLVED to continue with the procedures incorporated in Standing Orders Sections 8 and 27, and the Staffing Committee Terms of Reference as reviewed** **Clerk**
- 17.061 Review as appropriate the Financial Regulations**
It was unanimously **RESOLVED that the Financial Regulations are appropriate as reviewed** **Clerk**
- 17.062 Review of Council's and Clerk's membership of other bodies**
It was unanimously **RESOLVED to continue the Council's membership of HAPTC/NALC, and the Clerk's membership of CPALC, SLCC, and Clerks & Councils Direct.** **Clerk**
- 17.063 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, the Data Protection Policy and Subject Access Request Procedure stand unchanged as reviewed.** **Clerk**
- 17.064 Review of the Council's policy for dealing with the press/media**
It was unanimously **RESOLVED that policy for dealing with the press and media stands unchanged and as set out in Standing Orders sections 29, 11.5, and 11.17, as reviewed** **Clerk**
- 17.065 Dates, times and place of meetings for the coming year**
Following a discussion and by a vote of 3 to 1, it was **RESOLVED that the Parish Council continue**

UNAPPROVED DRAFT

to meet on the third Thursday of each month, except August when there would be no meeting, as set out in Standing Order 14.2. This would be considered again when the Standing Orders are reviewed.

Clerk

Neighbourhood Plan: It was agreed that the appointment of a member to the Neighbourhood Plan team be added to a future Parish Council agenda in order to take forward the necessary reviews and to continue liaising with the Buntingford Team on updates and developments.

Clerk

The Chairman thanked everyone for attending and invited all to stay for the May Ordinary Parish Council Meeting that would follow immediately. The Annual Parish Council Meeting was then closed at 7.57pm.

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

DRAFT