

HORMEAD PARISH COUNCIL

Minutes of the Hormead Annual Parish Council Meeting Thursday 17 May 2018 in the Meads Pavilion at 7pm

PRESENT: Cllr Jayne Denham, Chairman (JD); Cllr Robb Denham (RED); Cllr John Kilby (JK)
Cllr Teresa Marks (TM);

Three members of the public

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

The Chairman welcomed everyone and opened the meeting at 7pm.

18.058 Election of Chairman

It was proposed, seconded and **RESOLVED that Cllr Jayne Denham be elected as Chairman for the ensuing year.**

18.059 Chairman's Declaration of Acceptance of Office

The Chairman signed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

JD/Clerk

18.060 Apologies for absence. The following apologies were accepted:

1. Councillors: Cllr Richard White (personal)
2. Other apologies: County Cllr J Jones

18.061 Appointment of Vice-Chairman

It was proposed, seconded and **RESOLVED that Cllr Richard White be appointed as Vice-Chairman for the ensuing year, subject to his acceptance of the office at the next meeting.**

RW/Clerk

It was agreed that, in the interests of time, any proposed amendments to the following policy documents be noted for deliberation at a later meeting. Copies of the documents under consideration were sent to members with their summons/agenda.

18.062 Review of delegation arrangements

It was **RESOLVED to agree the delegation arrangements to committees, the clerk and other local authorities as laid down in Standing Orders sections 6 and 26.**

Clerk

18.063 Review of committee members and terms of reference

1. Staffing Committee: It was **RESOLVED to defer the appointment of Committee Members and the affirmation of its Terms of Reference until there is a full Council.**
2. VHMC Representative: It was **RESOLVED to defer the appointment of a VHMC representative until there is a full Council.**

Clerk

Clerk

18.064 Review of complaints and grievance procedure

It was **RESOLVED to agree the complaints and grievance procedure as incorporated within S/O sections 8 and 27, and in the Staffing Committee Terms of Reference.**

Clerk

18.065 Review of Financial Regulations

It was **RESOLVED to approve the Financial Regulations.**

Clerk

18.066 Review of membership of outside bodies

It was **RESOLVED to approve the membership of HAPTC/NALC, ICO, LCPAS, CPALC, SLCC, LCR, Clerks & Councils Direct.**

Clerk

18.067 Review of FOI and DPA policies and procedures

It was **RESOLVED to approve the following: 1. FOI Policy 2. FOI Procedure 3. Publication Scheme (ICO approved) 4. DPA Policy (as it currently stands under prevailing legislation) 5. SAR Procedure 6. General Privacy Policy (GDPR) 7. Retention of documents and Records Policy (GDPR).**

Clerk

18.068 Review of press/media policy

It was **RESOLVED to approve the the policy of sending agendas to Herts Mercury and providing facilities at meetings, as per S/O section 29, 11.5 & 11.17.**

Clerk

18.069 Dates, times and meeting for the coming year

It was **RESOLVED** *that for the ensuing year, meetings continue to be held on the third Thursday of each month except August (as per S/O 14.2); December is to be agreed nearer the time.*

Clerk

There being no further business Chairman thanked everyone for attending and closed the meeting at 7.15pm. Everyone was invited to stay for the May Ordinary Parish Council Meeting that was following immediately.

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