

**Minutes of The Annual Meeting of Haresfield Parish Council held on Monday, 21st May 2018 at
7:30pm in Haresfield Village Hall**

Present: Councillors: Humphrey Cook, Hayley Pillinger, Jenny Knight, Charlotte Tilsley, County Councillor Stephen Davies, District Councillor Dave Mossman

- 1. Appointment of temporary Chair of the meeting:** Cllr Charlotte Tilsley was nominated temporary Chair - nominated by Cllr F Bevan and seconded by Cllr Hayley Pillinger.
Cllr Charlotte Tilsley took the Chair.
- 2. Elect a Chair of the Council:** Cllr Charlotte Tilsley was nominated as chair and unanimously elected
- 3. Declaration of Acceptance of Office:** Cllr Charlotte Tilsley swore her declaration of acceptance of office
- 4. Elect a Vice Chair of the Council:** Cllr Hayley Pillinger was nominated by Cllr F Bevan and seconded by Cllr Tilsley .
- 5. Declaration of Acceptance of Office:** Cllr Hayley Pillinger swore her declaration of acceptance of office
- 6. Apologies:** received from Councillor Jenny Knight.
- 7. Register of Members' Interests:** Councillors checked their Register of Interests and will pass to the clerk to be forwarded to SDC as is required.
- 8. Code of Conduct:** Councillors checked and confirmed the Code of Conduct.
- 9.** In accordance with Standing Order 5j the Council considered the following business:
- 10.** Review of delegation arrangements to committees, sub committees, staff and other local authorities.
- 11.** Review and approval of the terms of reference for committees.
- 12.** Appointments of members to committees
- 13.** Appointment of any new committees. It was unanimously resolved that no new committees be created at present
- 14.** Review and adoption of Standing Orders
- 15.** Review and Adoption of Financial Regulations
- 16.** Review of arrangements with other local authorities.
- 17.** Review of representation on or work with other external bodies and arrangements for reporting back.
- 18.** To consider the council becoming eligible to exercise the general power of competence in the future. It was noted that the clerk having passed the CiLCA qualification, this could be considered at a future date.
- 19.** Review of inventory of land and assets including buildings and equipment. This was reviewed as part of the recently completed annual return
- 20.** Confirmation of Insurance Cover in respect of all insured risks. It was unanimously agreed that the insurance having been reviewed in 2016, the insurance will be reviewed and considered along with the Insurance of the Merryfields which is paid for from PC funds.
- 21.** Review and approval of subscriptions to other bodies. Subscriptions were agreed to GAPTC, SLCC, CPRE.

22. Review and approval of the Council's complaints procedure. It was noted that the council did not have a complaints procedure, but should a complaint be received it be dealt with by the chair or vice chair.
 23. Review and approval of the Council's procedure for handling requests under the freedom of information Act 2000. It was noted that the council did not have a procedure, but should a request be received it be dealt with by the clerk with reference to chair or vice chair.
 24. Review and approval of the Council's procedure for handling requests under the Data Protection Act 2018. Any request received to be dealt with by the chair.
 25. Review and approval of the Council's policy for dealing with the press / media. It was noted that the council did not have a policy, but should a complaint be received it be dealt with by the chair.
 26. Review and approve the time and place of Ordinary meetings of the Council up to and including the next annual meeting of the Council. It was agreed that meetings will take place on the last Monday of the month, with the exception of bank holidays. No meeting to be held in the summer or at Christmas. Meeting dates will be set and published on the village website and the PC notice board.
- 27. ANNUAL GOVERNANCE AND ACCOUNTABILITY:**
- i. Consideration and Approval of Annual Governance Statement completed
 - ii. Approval of Accounting Statements completed

Any other business: Councillors offered a vote of thanks to councillor Humphrey Cook who has been an excellent and extremely hard working chair. Humphrey will continue to sit on the parish council and represent HPC on all planning matters and support the newly elected chair.

The meeting closed at 9.35 pm

Date of next meeting: Monday June 25th 2018