

ANNUAL MEETING OF CHANDLER'S FORD PARISH COUNCIL

7.00 PM 17 AUGUST 2020 FRYERN PAVILION, GREENWAYS, CHANDLER'S FORD

COUNCILLORS PRESENT: Chairmen Cllrs Duguid and then Evans. Councillors: Atkinson, Aubry, Bourne, Child, Dolbear, Holden-Brown, Hughes, Irish, Kyrle, Newcombe, and Ricketts.

In Attendance: Duncan Murray (Parish Clerk).

Public Participation:

There were no members of the public present.

894 ELECTION OF A CHAIRMAN

Cllr Duguid took the Chair for the election of a Chairman, firstly he thanked Members for attending this meeting, commented that he knew some were anxious and that this was probably the best way forwards.

There was one nomination of Cllr Evans, following proposal and seconding Cllr Evans was elected Chairman, as the uncontested candidate.

895 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Evans read out and signed the Declaration of Office as Chairman, this was witnessed and countersigned by the Clerk.

896 ELECTION OF A VICE CHAIRMAN

Cllr Holden-Brown was the only nomination and following proposal, seconding and as the uncontested candidate was elected Vice Chairman.

897 APOLOGIES

There were apologies from Cllrs Bicknell, Broadhurst, Cox and Pragnell. Cllr Johnson was not present.

898 DECLARATIONS OF INTEREST

There were none.

899 TO ELECT MEMBERS OF COMMITTEES (CHAIRMEN, & VICE CHAIRS TO BE ELECTED AT FIRST COMMITTEE MEETINGS):

a) Asset Management Committee (8 Members)

Members: Cllrs Aubry, Broadhurst, Cox, Hughes, Kyrle, Irish, Pragnell and Newcombe.

b) Policy and Finance Committee (9 Members)

Members: Cllrs Atkinson, Bicknell, Bourne, Broadhurst, Child, Dolbear, Holden-Brown, Johnson, and Ricketts.

c) Planning, Highways and Licensing Committee (8 Members)

Members: Cllrs Aubry, Child, Cox, Dolbear, Holden-Brown, Johnson, Kyrle and Ricketts.

d) Human Resources Committee (4 Members)

Members: Cllrs Aubry, Duguid, Hughes and Johnson.

e) Audit and Risk Management Committee (5 Members [including CFPC, P&F and AMC Chairs])

Members: Cllrs Aubry, Atkinson plus Chairs of Council, AMC and P&F.

It was noted that the nominations for Committee Chairs/Vice Chairs had been received as guidance for the committees to decide between at their first meeting. However, it was also noted that these nominations were uncontested and therefore they were elected by default. Therefore, those elected as Chairs/Vice Chairs of committee were: -

Cllr Atkinson Chair of Audit and Risk Management (VC appointed if/when required)

Cllr Hughes Chair of Asset Management

Cllr Broadhurst VC of AM

Cllr Child Chair of Policy and Finance

Cllr Bourne VC of P&F

Cllr Kyrle Chair of Planning, Highways & Licensing

(Continued)

Cllr Johnson VC PHL
Cllr Duguid Chair of Human Resources
Cllr Johnson VC of HR

900 APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES

- a) Chandler's Ford Community Association - Cllr. Kyrle
- b) Hiltingbury Community Association – Cllr. Aubry
- c) Velmore Community Association – Cllr. Bicknell
- d) North Millers Dale Association – Cllr. Holden-Brown
- e) QEII Jubilee Activity Centre – Cllr. Irish
- f) Itchen Valley & Chandler's Ford Rotary Club – (Cllr Hughes if required)

901 CHAIRMAN'S REPORT

The Chairman gave her report, which due to the impacts of Covid-19 situation is reported in full: -

“Thank you, Councillors, for electing me to the position of Chair of Chandlers Ford Parish Council. I will do my best to effectively lead you though what is going to be a difficult year. My thanks to Councillor Duguid for holding the position until we could safely have this meeting.

The impact of the Covid-19 crisis has sadly very much restricted our activity since March. The Funtasia was cancelled and the Fryern Pavilion and Hiltingbury sports had to close.

All staff have been kept on full pay, with flexible working conditions in place until July. This has had a serious effect on our finances as during that time we received no revenue. We anticipate that we will obtain some compensation for lost revenue, though at a reduced rate and are in discussion with EBC regarding the government compensation scheme.

Our recreation grounds have remained open and I wish to thank Tori and his staff for keeping them so well maintained and for the beautiful flower meadows which have received many favourable comments. The prompt reopening of the play areas and tennis courts was much appreciated. We now have over 680 tennis court key holders. The Sports Hall is now open again but limited to badminton. This is bringing in an income of circa £800 a week. Fryern Pavilion is now open with a few groups returning. As restrictions are relaxed, we hope to welcome back more of our users.

During lockdown and following consultation with most Councillors by the Chair it was agreed a short term method of operation and decision making would be by the Audit and Risk Committee having Zoom meetings with the Clerk(without Councillor Aubry who was unable to access Zoom) We do anticipate, with Council's agreement, that these will continue until committees are able to function normally. I would like to thank Councillor Atkinson for chairing these meetings and Councillors Holden-Brown, Duguid and Hughes for the effectiveness of these meetings

It is essential that all Councillors are able to use Zoom for meetings. We need to ensure that any Councillor who has a problem is provided with assistance.

Following the resignation in April of our Assistant Clerk we are in the process of recruiting a replacement but with the emphasis on adequate financial controls and reporting.

When the 2019/2020 budget was set, we had no idea that the information used would change so drastically. Although the Council is solvent, we will have to manage our finances very carefully for the remainder of this financial year.

It is important that we all work together at this difficult time for the benefit of all our electors.”

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902 TO APPROVE/ACCEPT MINUTES OF MEETINGS

- a) to approve the minutes of meeting of the Parish Council held on 27 January 2020,
- b) to approve the minutes of the Policy and Finance Committee of 17 February 2020 and to accept the reports to that committee including the Internal Audit Report to 31 December 2019 and the 3rd quarter financial reports, and
- c) to approve the minutes of the Asset Management Committee of 2 March 2020 and to accept the previously agreed minutes of that committee's meeting of 3 February 2020.

Each minute was gone through for accuracy Following proposal, seconding and on a show of hands for each item, all of the meeting's minutes along with the financial reports were all AGREED.

903. TO RECEIVE THE COUNCIL'S FINAL INTERNAL AUDIT REPORT FOR 1 APRIL 2019 - 31 MARCH 2020.

Following proposal, seconding and on a show of hands the Final Internal Audit Report was RECEIVED.

904 TO CONSIDER AND AGREE, FOLLOWING THE INTERNAL AUDITOR'S VISIT, TO THE CHAIRMAN SIGNING OFF THE

- a. **Annual Governance Statement having agreed answers to all the questions, if appropriate to do so.**

Following proposal and seconding and on a show of hands it was AGREED that the governance statements had been met and the Chairman and Proper Officer could sign them off.

- b. **Signing off the Annual Accounting Statement for the Financial Year ending 31 March 2020, both as required by the Audit and Accounting Regulations in place and having been previously signed by the Responsible Finance Officer.**

Following proposal, seconding and on a show of hands it was AGREED that the Chairman could sign of the Accounting Statement for 2019-2020.

905 TO AGREE TO THE CHAIRMAN AND THE RESPONSIBLE FINANCE OFFICER SIGNING THE FORMAL ACCOUNTS FOR THE FINANCIAL YEAR TO 31 MARCH 2020, AS PREPARED BY HUMPHRYS' ASSOCIATES.

A Member requested that the Council's thanks be recorded for getting the accounts together despite Covid-19 and the other challenges, as well as again receiving a clean Internal Audit report. Following proposal, seconding and on a show of hands the signing of the formal accounts was AGREED.

906 DATE AND PLACE OF NEXT MEETING: 7.00PM 28 SEPTEMBER 2020 AT FRYERN PAVILION, GREENWAYS, CHANDLER'S FORD.

907 TO AGREE TO EXEMPT THE MEETING FROM PUBLIC ATTENDANCE UNDER THE PUBLIC ACCESS TO MEETINGS ACT 1960 /C2 DUE TO THE CONFIDENTIAL NATURE OF THE ITEMS TO BE DISCUSSED.

Following proposal, seconding and on a show of hands it was AGREED that the meeting was exempted from the press and public due to the confidential nature of the matters discussed. **A confidential report was commented on and RECEIVED.**

That being the conclusion of business the meeting closed at 7.26pm.

Chairman.....