

ANNUAL MEETING OF CHANDLER'S FORD PARISH COUNCIL

8.30 PM 15 MAY 2018 FRYERN PAVILION, GREENWAYS, CHANDLER'S FORD

COUNCILLORS PRESENT: Councillor Atkinson (Chairman until 8.35pm), Councillors: Allen, Aubry, Bicknell, Bourne, Broadhurst, Cox, Dolbear, Duguid (Chairman from 8.35pm), Evans, Holden-Brown, Hughes, Irish, Johnson, Kyrle, Newcombe, Pragnell and Ricketts.

In Attendance: Duncan Murray (Parish Clerk)

Public Participation:

There were 2 members of the public present, neither of which chose to speak.

793 ELECTION OF CHAIRMAN

Cllr Duguid was nominated by and seconded there were no other nominations. On a show of hands Cllr Duguid was elected Chairman.

794 DECLARATION OF ACCEPTANCE OF OFFICE

This was signed by the Chairman and witnessed by the Clerk.

795 ELECTION OF A VICE-CHAIRMAN

Cllr Evans was nominated and seconded no other nominations were made and following a show of hands Cllr Evans was duly elected Vice-Chairman.

796 APOLOGIES

There were none.

797 DECLARATIONS OF INTEREST

There were none.

798 TO ELECT CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES:

a) Asset Management Committee

Chair: Cllr. Hughes Vice-Chair: Cllr. Broadhurst.

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

It was AGREED that the Committee be elected as specified.

b) Policy and Finance Committee

Chair: Cllr. Holden-Brown Vice-Chair: Cllr. Evans.

Members: Cllrs Atkinson, Bicknell, Bourne, Broadhurst, Dolbear, Johnson, and Ricketts.

It was AGREED that the Committee be elected as specified.

c) Planning, Highways and Licensing Committee

Chair: Cllr. Kyrle Vice-Chair: Cllr. Johnson.

Members: Cllrs Allen, Aubry, Cox, Dolbear Holden-Brown and Ricketts.

It was AGREED that the Committee be elected as specified.

d) Audit and Risk Management Committee

Chair: Cllr. Atkinson Vice-Chair: to be elected as and when required

Members: Aubry, Duguid, Holden-Brown and Hughes.

It was AGREED that the Committee be elected as specified.

e) Human Resources Committee

Chair: Cllr. Evans Vice-Chair Cllr Johnson.

Members: Cllrs Aubry and Hughes.

It was AGREED that the Committee be elected as specified.

799 CHAIRMAN'S REPORT

The Chairman commented that it was an honour to be elected and agreed with the sentiments aired at the end of the Parish Meeting about tolerance. He thanked the outgoing Chairman for her service to the Council in that office. He commented that the Hiltingbury Pavilion Project was being delivered and he would support in that process. Finally, he enquired as to whether it would be possible to write to former elected members, that were not returned or didn't stand, to thank them for their services and commitment. The Clerk agreed this would be possible.

800 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND WORKING PARTIES

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 – deferred

It was AGREED that the representatives to outside bodies and working parties be appointed as specified.

801 TO APPROVE/ACCEPT MINUTES OF MEETINGS

a) to approve the minutes of meeting of the Parish Council held on 12 March 2018,

b) to approve the minutes of the Extraordinary meeting of the Parish Council held 26 March 2018,

c) to approve the minutes of the Asset Management Committee of 9 April 2018,

d) to approve the minutes of the Audit and Risk Management Committee of 4 April 2018 and its Sub-Committee meeting of 16 April 2018,

e) to approve the minutes of the Policy and Finance Committee of 23 April 2018, to note resolutions, the financial reports, and to ratify the payments agreed by that committee.

The Clerk commented that the Financial reports included both the Financial Risk Assessment that had been completed by Internal Audit during their March visit as well as the Internal Audit Report the minutes of the meetings, financial reports and payments made were AGREED.

802 TO AGREE THAT: -

- a) **THE DIRECT DEBIT PAYMENTS FOR UTILITIES BILLS, TELEPHONE, POSTAGE FRANKING AND TRADE/FUEL CARDS BE AGREED TO CONTINUE AND THAT BACS/INTERNET BANKING BE AUTHORISED FOR SALARIES AND HMRC PAYMENTS.**

The Clerk commented that Financial Regulations required this to be regularly reviewed as a matter of good practice. Following proposal, seconding and on a show of hands this was AGREED.

- b) **THE PARISH COUNCIL MEETS THE CRITERIA TO CONTINUE TO EXERCISE THE GENERAL POWER OF COMPETENCE, BY BEING MORE THAN 2/3RDS ELECTED AND HAVING A SUITABLY QUALIFIED PROPER OFFICER.**

The Clerk commented that there was a legal test to be complied with, that the Council was a minimum two thirds elected, which it was, and that the Clerk was at minimum CiLCA qualified which included the section on the General Power of Competence. Which he was, therefore they were eligible to use the power.

Following proposal, seconding and on a show of hands this was AGREED.

- c) **TO VARY FINANCIAL REGULATION 6.4 FOR A PERIOD OF NO MORE THAN 6 WEEKS TO ENABLE THE SIGNING OF CHEQUES BY ONE MEMBER AND THE RFO TO ENSURE THAT SUPPLIERS AND SALARY PAYMENTS ARE MAINTAINED WHILST THE BANK MANDATE IS UPDATED. (CHAIR, VICE-CHAIR OF COUNCIL AND CHAIR P&F).**

The Clerk read out the contents of Financial Regulation 6.4 from the NALC Model Financial Regulations and suggested that the new signatories also authorised the interim payments by initialling the invoice/payment paperwork. The existing councillor signatory agreed that this would be good practice.

Following proposal, seconding and on a show of hands this was AGREED.

Date and place of next meeting (Annual Return) was confirmed as 7.00pm 25 June 2018 at Fryern Pavilion, Chandler's Ford.

A Member enquired about future meetings and the Clerk confirmed that most would stay as they were, but he would speak to the Chairman of Planning about moving those to a Monday to free up the room for long-term hire on Wednesday evenings.

That being all the business the meeting was closed at 9.14pm.

Chairman.....