

Minutes of the Annual Meeting of Harberton Parish Council
7.00pm Tuesday 12th May 2015, Harberton Parish Hall

In attendance: Councillors (Cllrs) Beamish, Broom, J. Hockings, S. Hockings, Hutchinson, Janes, McDonnell, Waite, Williams and County Councillor Vint.

Apologies: Cllrs Camp, Davidson and Wynne

Public: 1

Clerk: Ms Radford

It was noted that those councillors who were not in attendance had informed the clerk that they would be willing to stand to be nominated for roles and committees that they had held or served on in the previous year.

1. Election of the Chairman

Geoff Broom stood down as Chairman.

Geoff Broom was nominated, seconded and unanimously elected as Chairman.

2. Election of the Vice Chairman

David Camp stood down as Vice Chairman.

David Camp was nominated, seconded and unanimously elected as Vice Chairman.

3. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees. It was reported that the minutes of the Annual Meeting were signed in June 2015

4. Review of delegation arrangements to committees, sub-committees, employees and other local authorities. There were none.

5. Review of the terms of references for committees.

Harberton Parish Neighbourhood Plan Terms of Reference was reviewed with no amendments made.

Finance Committee Terms of Reference was reviewed with no amendments made.

6. Receipt of nominations to existing committees.

Harberton Parish Neighbourhood Plan (HNP) Steering Group. **It was RESOLVED** that Ginny Davidson, Nuala McDonnell and Charlie Wynne serve on the HNP steering group.

Finance Committee **It was RESOLVED** that Peter Beamish, Geoff Broom, David Camp, John Hockings, Gwen Janes and Nick Williams make up the membership of the Finance Committee.

7. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

There were none.

8. Review and adoption of appropriate standing orders and financial regulations.

Standing Orders **It was RESOLVED** that the Parish Council should not be able to dissolve a committee or sub-committee without a written motion and that the Standing Orders be amended to reflect this.

Financial Regulations **It was RESOLVED** to make the following amendments to the Financial Regulations:

- Item 3.2 that stipulates the annual budget proposals are made to take into account the Council's three year forecast of revenue and capital receipts and payments was removed, as the Parish Council does not produce such a forecast.
- A new instruction for the making of payments was created at 6.7 stating that '*The Clerk/RFO may be permitted to be a signatory on Parish Council bank accounts for the purposes of communication with the bank, but may not sign cheques unless in exceptional circumstances. In such exceptional circumstances the Parish Council must resolve that the Clerk/RFO may be a signatory on the transaction in question and this resolution noted in meeting minutes.*'

9. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities. There were none.

- 10. Review of representation on or work with external bodies and arrangements for reporting back. It was RESOLVED** that the following councillors be the Parish Council representative for the following external bodies:
Harberton Playing Field Association Charlie Wynne
CLT Nick Williams
Harberton Parish Hall Ginny Davidson
Harbertonford Playground Association Nuala McDonnell
- 11. Review of inventory of land and assets including buildings and office equipment.** Councillors accepted the Asset Register as prepared by the Clerk which showed the addition of the Telephone Kiosk in Harbertonford.
- 12. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**
- It was reported that the annual insurance policy is due for renewal on 1st June 2016. Three renewal quotes had been sourced from Aviva, Hiscox and Ecclesiastical and a comparison sheet was reviewed. A policy summary was reviewed for the cheapest provider. **It was RESOLVED** to enter into a 3 year binding agreement with Ecclesiastical, reducing the annual premium by 5%, giving a premium of £500.64, including insurance premium tax.
 - It was reported that in the coming year it will cost approximately £240 to insure the play equipment in Harbertonford, which is approx 50% of the Parish Council's annual premium. It was reported that the Harbertonford Playground Association would cover this cost in 2016, but funds would not be available to meet this cost in the future and should the Parish Council wish to continue this cover it would have to do so from its own budget in future.
 - It was reported that of the Parish Council that liability for parish owned defibrillators would automatically be included in material cover in the Parish Council's insurance policy, provided that the Parish Council complies with the warranty of the unit supplier. This cover includes circumstance in which the defibrillator is called into use but fails to discharge, any circumstance in which the defibrillator doesn't charge the required discharge. Malicious damage is also covered.
- 13. Review of the Council's and/or employees' memberships of other bodies. It was RESOLVED** to continue membership of the Devon Association of Local Council's and the Clerk's membership of the Society of Local Council Clerks.
- 14. Establishing or reviewing the Council's complaints procedure.** The Complaints Policy and Procedures were reviewed and no amendments made.
- 15. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.**
Data Protection Statement was reviewed and no amendments made.
Freedom of Information Policy was reviewed and no amendments made.
- 16. Establishing or reviewing the Council's policy for dealing with the press/media.** The Press and Media Policy was reviewed and no amendments made.
- 17. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.** It was agreed that ordinary meetings would continue to take place on the second Tuesday of each month, alternating between Harberton Parish Hall and Harbertonford CE Primary School, with no ordinary meeting in August unless urgent business required it.

MEETING CLOSED at 7:30pm