

Annual Meeting of the Parish Council

7.00pm Tuesday 9th May 2017, Harberton Parish Hall

In attendance: Councillors (Cllrs) Beamish, Bowley, Davidson J. Hockings, S. Hockings, Janes, McDonnell, and D.Cllr Tucker.

Apologies: Cllrs Broom, Camp, Waite, Williams, C.Cllr Hodgson

Public: 1

Clerk: Ms Radford

Agenda

1. Election of the Chairman

It was noted that Geoff Broom had stood down as Chairman at the April meeting of the Parish Council. Ginny Davidson was nominated, seconded and unanimously elected as Chair. The Chair signed the Declaration of Acceptance of Office before the Clerk.

2. Election of the Vice Chairman

Although not present at the meeting, David Camp had indicated that he was willing to be nominated as Vice Chair.

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 2016.

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. **It was RESOLVED** to include personal and well as pecuniary interest.

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 and Nuala McDonnell 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, chaired by the Vice Chair.

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 were reviewed and the following points noted:

Point 9 F: remove reference to 'recordings'.

Point 25: refers to points 24a and 26, which are not in existence. **Action:** The Clerk to identify missing clauses and bring to the next meeting of the Parish Council for further review.

Financial Regulations It was noted that when the standing orders were last reviewed the resolution to remove the following item was not actioned:

- 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.
It was RESOLVED to action the above amendment.

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.** Harberton Playing Field Association (HPFA) It was proposed that the Clerk continue liaison with HPFA secretary and report back issues from committee minutes. **Action:** The clerk to discuss this with the HPFA secretary, and suggest that perhaps a member of HPFA would be interested in being co-opted to the Parish Council when a vacancy can be advertised.
Harbertonford Playground Association The playground association has been suspended for the time being.

It was **RESOLVED** that the following councillors be the Parish Council representative for the following external bodies:

CLT Nick Williams

Harberton Parish Hall Ginny Davidson

Harbertonford Primary School Committee Meetings Peter Beamish

11. **Review of inventory of land and assets including buildings and office equipment. It was RESOLVED** to accept the updated Asset Register as prepared by the Clerk which showed the removal of one notice board in Harberton as replaced by a new notice board.

12. **Review and confirmation of**

Risk assessment It was **RESOLVED** to accept the draft risk assessment prepared by the clerk, subject to H/M/L risks being numbered 3/2/1 and the creation of a new 'risks x potential' column.

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 2017. It was noted that the Parish Council had resolved to enter into a 3-year binding agreement with Ecclesiastical at the Annual Meeting of the Parish Council in May 2016.

The Clerk had requested two renewal premium figures for the Parish Council's consideration:

- i) **£522.31** (including insurance premium tax). This takes into consideration the Council's long-term agreement which expires on 31st May 2019. The Policy excess remains £250.00 for each and every claim.
- ii) **£391.38** (including Insurance Premium Tax) if the Playground Equipment sum insured is deleted from the policy with effect from 1st June 2017.

It was **RESOLVED** to renew the insurance at a premium of £391.38 and to delete the playground equipment sum.

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.

Establishing or reviewing the Council's complaints procedure. The Complaints Policy and Procedures were reviewed It was **RESOLVED** to remove 'either made by' from paragraph 1.

14. **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.

15. **Establishing or reviewing the Council's policy for dealing with the press/media.** The Press and Media Policy was reviewed and no amendments made.

16. **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 7:44pm