

Minutes of the Annual Meeting of Harberton Parish Council
7.30pm Tuesday 12th May 2015, Harberton Parish Hall

In attendance: Cllrs Beamish, Broom, Camp, Clayton, Davidson, J. Hockings, S. Hockings, Janes, McDonnell, Williams and Wynne.

Apologies: None

Clerk: Ms Radford

The Chair welcomed everyone to the meeting and congratulated all councillors on their being elected.

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

John Hockings stood down as Vice Chairman.

John Hockings was nominated, thanked his nominator but did not accept the nomination.

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

3. Delivery by councillors of their declarations of acceptance of office.

All councillors signed their declarations of acceptance of office before the Clerk.

4. 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 2014.

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

6. Review of the terms of references for committees.

Harberton Parish Neighbourhood Plan Terms of Reference **It was RESOLVED** to amend the Terms of Reference to allow Parish Councillors who are members of the steering group a vote on steering group business, regardless of whether they are on the Parish Register of Electors. Finance Committee Terms of Reference **It was RESOLVED** to amend the Terms of reference thus: 'Membership of the Committee will consist of the Chairman and Deputy Chairman and two additional members from each ward.'

7. Receipt of nominations to existing committees.

Harberton Parish Neighbourhood Plan 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.

8. 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.

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

Standing Orders **It was RESOLVED** to make two amendments to the Standing Orders:

- The clerk is no longer required to record every planning application notified to the Council and the Council's response to the local planning authority in a book for the purpose
- Due to obligations under the Transparency Code for smaller authorities, the Parish Council is obliged to publish minutes within one month of a Parish Council meeting taking place, whether draft or signed. Therefore the clause preventing draft minutes being published was removed.

It was RESOLVED to make a review of the Standing Orders at the next ordinary meeting, with particular attention to motions requiring written notice.

Financial Regulations were reviewed and no amendments made.

10. 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.

11. 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

12. Review of inventory of land and assets including buildings and office equipment.

Councillors accepted the Asset Register as prepared by the Clerk.

13. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

It was reported that the Insurance Policy is up for renewal on 1st June. **It was RESOLVED** to reduce the cover for office equipment from £2000.00 to £490.00. **It was RESOLVED** to include cover for the bench in the Harberton play area and the two Parish Council notice boards. It was reported that the Play equipment at Harberton is not insured. It would cost an additional £205.11 on top of the current policy to cover this equipment. The Clerk reported that the Harberton Playing Field Committee had been asked if they wish to ensure these items which can be added to the policy at a later date.

14. 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.

15. Establishing or reviewing the Council's complaints procedure. It was RESOLVED to adopt the proposed Complaints Policy and Procedures as drafted by the Clerk.

16. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998. It was RESOLVED to adopt the proposed Data Protection Statement and the Freedom of Information Policy as drafted by the Clerk.

17. Establishing or reviewing the Council's policy for dealing with the press/media. It was RESOLVED to adopt the proposed Press and Media Policy as drafted by the Clerk.

18. 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. It was agreed that the Annual Parish Meeting would take place on Monday 1st June 2015.

MEETING CLOSED at 8.24