

Annual Meeting of the Parish Council

Minutes 7.00pm Tuesday 14th May 2019, Harberton Parish Hall

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Present</i>	D.Cllr McKay	
Cllr Bowley	<i>Present</i>	Cllr Davidson	<i>Apologies</i>	C.Cllr Hodgson	
Cllr Janes	<i>Present</i>	Cllr J.Hockings	<i>Present</i>		
Cllr McDonnell	<i>Present</i>	Cllr Williams	<i>Apologies</i>	Clerk: Ms Radford	<i>Present</i>
Cllr Waite	<i>Present</i>	VACANCY		Public	
VACANCY		VACANCY			

1. Elections

1.1. Chairman

Although not present at the meeting, it was noted that Cllr Ginny Davidson had emailed the Clerk to have indicated a willingness to be nominated as Chair. Ginny Davidson was nominated, seconded and unanimously elected as Chair.

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

2. **Delivery by the Chairman of the Council and councillors of their acceptance of office forms** All Parish Councillors present signed acceptance of office forms which were counter signed by the Clerk. **It was RESOLVED** that the chair and councillors not present deliver acceptance of office form at the June meeting of the Parish Council.

3. **Confirmation of the accuracy of the minutes of the last meeting of the Council.** As it had been agreed to remove this item from the agenda of Annual Meetings of the Parish Council in May 2018, this item was not discussed.

4. **Receipt of the minutes of the last meeting of a committee.** As it had been agreed to remove this item from the agenda of Annual Meetings of the Parish Council in May 2018, this item was not discussed.

5. **Consideration of the recommendations made by a committee.** As it had been agreed to remove this item from the agenda of Annual Meetings of the Parish Council in May 2018, this item was not discussed.

6. **Review of delegation arrangements to committees, sub-committees, employees and other local authorities.** All issues listed within this item will be reviewed elsewhere on the agenda.

7. Review of the terms of references for committees.

7.1. Finance Committee Terms of Reference was reviewed, and no amendments made.

7.2. Harberton Parish Neighbourhood Plan Steering Group Terms of Reference was reviewed and no amendments made.

8. Receipt of nominations to existing committees

8.1. Finance Committee Peter Beamish, David Camp, John Hockings, Gwen Janes and Nick Williams were nominated. It was agreed to review vacancy for the Harbertonford ward at the July meeting.

8.2. Harberton Parish Neighbourhood Plan Steering Group Ginny Davidson and Nuala McDonnell were nominated. It was commented that more representatives would be very welcome.

9. Appointment of members to existing committees

9.1. Finance Committee **It was RESOLVED** that Peter Beamish, David Camp, John Hockings, Gwen Janes and Nick Williams make up the membership of the Finance Committee, chaired by the Vice Chair.

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

10. **Appointment of any new committees** There were none.

11. **Review and adoption of appropriate standing orders and financial regulations.**

- 11.1. Standing orders were reviewed and no changes made.
- 11.2. Financial Regulations were reviewed and the following amendments made to reflect the Parish Council's use of online banking:
 - Point 5.2: The approved schedule shall be ruled off and initialled by the Chairman of the Meeting and/or the same two signatories signing the cheques or *authorising the online banking payments* listed.
 - Point 6.3: All payments shall be effected by cheque, *Bank Automatic Clearing System (BACS)* or other instructions to the council's bankers...
 - Point 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil. *In the case of electronic payments, authorised councillors will check the payment details and evidence that check (see item 6.10)*
 - Point 9.6 The origin of each receipt shall be entered on the paying-in slip *or banking receipt*.
12. **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**

There were none.
13. **Review of representation on or work with external bodies and arrangements for reporting back.**
 - 13.1. **Harberton Playing Field Association** No representative was nominated. **It was agreed** to discuss representation at a future meeting of the Parish Council when Harberton Ward Parish Councillors have been co-opted.
 - 13.2. **Harbertonford Playground Association** **It was RESOLVED** that Peter Beamish represent the Parish Council on the committee, should one emerge, and report back to the Parish Council.
 - 13.3. **Community Land Trust** **It was RESOLVED** that Nick Williams be requested to report back to the Parish Council at monthly meetings.
 - 13.4. **Harberton Parish Hall** **It was RESOLVED** that Ginny Davidson attend Harberton Parish Hall meetings as representative of the Parish Council and report back to the Parish Council when necessary.
 - 13.5. **Harbertonford CE Primary School Committee** **It was RESOLVED** Peter Beamish attend School Committee meetings when possible as representative of the Parish Council and report back to the Parish Council when necessary.
14. **In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future**

It was discussed that in order to be eligible, the clerk would need to hold a qualification in either CiLCA or Community Governance Level 4 (previously Local Policy Cert HE). Anyone undertaking the current version of CiLCA will be considered 'trained'. Those who became CiLCA qualified before 2012 will have to undertake section 7 of the updated version. **It was AGREED** to defer arrangements until the clerk has capacity to undertake training.
15. **Review of inventory of land and assets including buildings and office equipment.** The asset register was reviewed and accepted.
16. **Review and confirmation of:**
 - 16.1. **Risk Assessment** The risk assessment was reviewed and no amendments made.
 - 16.2. **Arrangements for insurance cover in respect of all insured risks** The invitation for renewal of insurance had been circulated to all Parish Councillors in advance of the meeting. After discussion **it was RESOLVED** to accept the recommendation of Came and Company to renew insurance with Ecclesiastical, and to enter the long-term agreement.
17. **Review of the Council's and/or staff subscriptions to other bodies.** **It was RESOLVED** to continue membership of the Devon Association of Local Councils and the Clerk's membership of the Society of Local Council Clerks.
18. **Review of the Council's complaints procedure.** The Complaints Policy and Procedures were reviewed with no amendments made.
19. **Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.**
 - 19.1. Freedom of Information Policy was reviewed with no amendments made.
 - 19.2. Harberton Parish Council Subject Access Request Policy was reviewed with no amendments made.

20. **Establishing or reviewing the Council's policy for dealing with the press/media.** The Press and Media Policy was reviewed and no amendments made.
21. **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.** 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.

The meeting was closed at 7.40pm.