

Minutes of the Annual Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Tuesday 3 June 2014 at 7.30pm

PRESENT

Cllr Marilyn Robson (MR)	Chairman	Elvetham Heath PC
Cllr George Brown (GB)		Elvetham Heath PC
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr Chris Alden (CA)		Elvetham Heath PC
Cllr Caroline Ellison (CE)		Elvetham Heath PC
Cllr Richard Woods (RW)		Elvetham Heath PC
Cllr Emma Watmore (EW)	from 8.22pm	Elvetham Heath PC
Jan Hyatt (JH)	Clerk	Elvetham Heath PC

ALSO PRESENT

District Cllr Steve Forster Hart District Council

Abbreviations:

HDC – Hart District Council

HCC – Hampshire County Council

28/14	<p>Appointment of Chairman Cllr Brown proposed that Cllr Robson be appointed to the post of chairman of the new council. Cllr Alden seconded the proposal and all were in favour. Cllr Robson accepted the nomination and was duly appointed. Cllr Robson signed her declaration which was witnessed by the Clerk and proceeded to chair the meeting.</p>	
29/14	<p>Appointment of Vice Chairman Cllr Brown proposed that Cllr Watmore be appointed Vice-Chairman if she is in agreement. The Clerk confirmed that Cllr Watmore would be willing and Cllr Ellison seconded the proposal. All were in favour. Cllr Watmore was duly appointed and her declaration was received at 8.25pm.</p>	
30/14	<p>To receive declarations of acceptance of office from all councillors The Clerk received and witnessed declarations from all councillors present NB. Cllr Watmore’s declaration was received and witnessed at 8.25pm</p>	
31/14	<p>Apologies for Absence Apologies had been received from Cllr Watmore who would be late due to an unavoidable delay at work.</p>	

32/14	<p>Approval of the Minutes The minutes of the meeting of 20 May 2014 were confirmed as an accurate record and signed by the Chairman.</p>	
33/14	<p>Public Session As a member of the local community speedwatch team, District Cllr Forster asked for some clarification about road adoptions. MR gave a brief update on progress and JH agreed to check with HCC for any updates</p>	JH
34/14	<p>Council Meetings It was agreed that full council meetings will take place on the 3rd Monday of each month starting in July. A further meeting will be called at the end of June when an appropriate date can be found. The Clerk will publish a timetable this week.</p>	
35/14	<p>Vision Statement The vision statement was reviewed. Cllr Alden proposed and Cllr Woods seconded that the vision statement be adopted. All were in favour.</p>	
36/14	<p>To appoint Standing Committees It was agreed that the standing committees would be set up as follows:</p> <ul style="list-style-type: none"> • Finance and Policy: to meet on 2nd Tuesday in October, January, April and July • Staffing: to meet annually in September – date agreed as Monday 22 September • Planning: to meet monthly on same day as full council 	
37/14	<p>Committee Membership It was agreed that members would be appointed to committees as follows:</p> <p>Finance and Policy</p> <ul style="list-style-type: none"> ○ Cllr Robson – Chairman ○ Cllr Woods ○ Cllr Alden ○ Cllr Ellison ○ Cllr Watmore <ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> ○ Cllr Woods - Chairman ○ Cllr Brown ○ Cllr Robson ○ Cllr Watmore • Planning <ul style="list-style-type: none"> ○ Cllr Watmore – Chairman ○ Cllr Bond ○ Cllr Brown ○ Cllr Robson 	

	<ul style="list-style-type: none"> ○ 1 x non-councillor, Mr R Griffiths, to be co-opted subject to his agreement and availability. 	
38/14	<p>Delegation Arrangements to Committees and Staff</p> <ul style="list-style-type: none"> • The Terms of Reference outlining the delegated powers for the 3 committees were reviewed and approved. • The delegated authority for the Clerk and Deputy clerk was reviewed and adopted in line with the circulated document. 	
39/14	<p>Governance Documents</p> <p>Cllr Woods proposed and Cllr Ellison seconded that the following documents be adopted:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct. 	
40/14	<p>Representation on Outside Bodies</p> <p>Representatives were appointed to outside bodies as follows:</p> <ul style="list-style-type: none"> • Hart District Assoc. of Town & Parish Councils – Cllr Robson • Fleet Highways & Transportation Partnership – Cllrs Robson or Bond • Fleet Police Liaison Committee – Cllr Brown 	
41/14	<p>Review of Land And Assets</p> <p>The Clerk had circulated an inventory of land and buildings and the fixed asset register. These were reviewed and approved.</p>	
42/14	<p>Insurance</p> <p>The insurance cover with Aviva via Came & Company was reviewed and confirmed.</p>	
43/14	<p>Subscriptions</p> <p>The following subscriptions were reviewed and approved:</p> <ul style="list-style-type: none"> • Hampshire Assoc. of Local Councils - £508 • National Assoc of Local Councils - £189 • Society of Local Council Clerks - £181 • Get Mapping (Parish Online) - £70 • HALC HR service - £135 	
44/14	<p>Council Policies and Procedures</p> <p>Cllr Alden proposed and Cllr Ellison seconded that the following policies and procedures be adopted. All were in favour.</p> <ul style="list-style-type: none"> • Complaints Procedure • Procedure for handling requests under the Freedom of Information Act 2000 • Data Protection Policy 	

	<ul style="list-style-type: none">• Press/Media Policy including Social Media Code• Control Procedures• Expense Policy• Grant Policy• Treasury Policy	
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There being no further business the meeting closed at 8.30pm

Signed.....

Date.....