Minutes of the Annual Meeting of Kingsclere Parish Council AM 2020
Held at 7.30pm on Monday 18th May 2020
Using Zoom Online Meeting Software

AM 2020 – Present:
Cllrs: Adams; Bowes; Farey; Mussett; Peach N; Peach R; Price; Sawyer F; Sawyer J. BCllrs: Rhatigan; Kinnear.
Clerk – Porton; Admin Assistant – Read. 1 member of the public.

2020.1 – Election of Chairman:
Cllr J Sawyer was proposed as Chairman for the coming year which was unanimously agreed.

1.1. Receipt of the Chairman's Declaration of Acceptance of Office:
The Chairman's declaration of acceptance of office was signed and received.

2020.2 – Apologies:
None.

2020.3 – Declarations of Interest:
None.

2020.4 – Election of Vice Chairman:
Cllr Farey was proposed as Vice Chairman which was unanimously agreed.

4.1. Receipt of the Vice-Chairman's Declaration of Acceptance of Office:
The Vice-Chairman's declaration of acceptance of office was signed and received.

2020.5 – To Appoint and Confirm Representatives:
5.1 Hampshire Parish Paths Co-ordinator – Ian and Pam Norris
5.2 Parish Tree Wardens - Sarah Ball & Trevor Pitman
5.3 Transport Representative – Ray Peach

2020.6 – To Appoint and Confirm Trustees:
6.1 Kingsclere Charities:
Confirmed as Cllr Adams and Mrs I Powers who remain trustees until May 2023 and Nov 2022 respectively.

2020.7 – Councillor Responsibilities:
7.1 Police Liaison: Cllr F Sawyer
7.2 Business Liaison: Cllr Bowes
7.3 Kingsclere Community Association: Cllr Bowes
7.4 Kingsclere Primary School: Cllr Mussett
7.5 The Clere School & Park House School: Cllr Mussett
7.6 St Mary's PCC: Cllr Mussett
7.7 Recycling & Environment: Cllr N Peach
7.8 HALC: Cllr J Sawyer
7.9 BDAPTC: Cllr J Sawyer
7.10 Allotments: Cllr N Peach and Cllr Price
7.11 Cemetery: Cllr Mussett and Cllr R Peach
7.12 The Dell Recreation Ground & Play Area: Cllr Bowes
7.13 The Holding Field: Cllr Adams
7.14 The Malthouse Open Space: Cllr Bowes and Cllr N Peach
7.15 BDBC Play Areas: Cllr R Peach
7.16 Community Orchard: Cllr N Peach

2020.8 – Appointment of Committees, Sub-Committees and Staff:
Financial arrangements are dealt with by Financial Regulations and overseen by the FE Committee. All other arrangements are dealt with by the Terms of Reference.

2020.9 – To Review the Terms of Reference for Committees:
Clerk cannot find any formal terms of reference for KPC's committees. Clerk and IB to draft some for full council to review at June OM.
Action: Clerk, IB. June OM

2020.10 – To Appoint Members to Existing Committees abs Sub-Committees:
10.1 Finance and Establishment Committee – Cllrs:
J Sawyer & Farey (ex.officio); Bowes; R Peach; Price; F Sawyer.
10.2 General Purposes Committee – Cllrs:
J Sawyer & Farey (ex.officio); Adams; Bowes; Mussett; N Peach; Price.
10.3 Planning Panel – Cllrs:
Adams; Farey; F Sawyer; J Sawyer

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2020.11 – Review and Adoption of Standing Orders and Financial Regulations:
Financial Regulations and Standing Orders were reviewed and readopted in Sep 2019 and Nov 2019 respectively. Agreed to readopt the Financial Regulations in Sep 2020 and the Standing Orders in Nov 2020.

2020.12 – Review of Inventory of Land and Other Assets Including Buildings and Office Equipment:
This review is usually completed by F&E Committee. It had been deferred to FE March 2020 which was cancelled. Deferred to July FE meeting with a view to be referred to July OM.

Action: July FE. July OM.

2020.13 – Confirmation of Arrangements for Insurance Cover in Respect of All Insurance Risks:
This was reviewed in March 2020. Agreed to defer until March OM 2021.

2020.14 – Review of the Council's Staff Subscription to Other Bodies:
Document circulated prior to meeting. No suggestions of changes. Agreed to continue with all subscriptions

2020.15 – Review of the Council's Complaint Procedure:
Last reviewed in March 2007. Clerk to begin review. Draft document to be brought to July OM.

Action: Clerk. July OM.

2020.16 – Review of the Council's Policies, Procedures, and Practices in Respect of its Obligations Under the Freedom of Information and Data Protection Legislation:
Agreed to review in June OM. It was noted that KPC need to complete a GDPR risk assessment.

Action: June OM

2020.17 – Review of the Council's Policy for Dealing with the Press / Media:
No documents referring to this could be located. It was agreed FS would draft a policy for review at Sep OM.

Action: FS. Sep OM.

2020.18 – Review of the Council's Employment Policies and Procedures:
Agreed the Employment Panel, CM, AP & FS, would review. Draft documents to be prepared for Sep OM.

Action: Employment Panel. Sep OM

2020.19 – Review of the Council's Expenditure Incurred Under S.137 of the Local Government Act 1972:
This is reviewed as part of the audit. It will be reviewed in the Annual Review in June 2020.

2020.20 – Administration:
Meeting dates for June 2020 to May 2021 were approved.

Meeting closed 20:00

Signed:……..……..…..Chairman Date:……..……..…

Signed:……..……Clerk Date:……..……

Distribution: Cllrs: S Adams; I Bowes; M Farey; C Mussett; N Peach; R Peach; A Price; F Sawyer and J Sawyer.
Noticeboard; Website: www.kingsclere-pc.org.uk.

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