



Minutes of the Annual Meeting of Kingsclere Parish Council AM 2021 Held at 7.30pm on Monday 24th May 2021 in the Village Club

A minute's silence was held in memory of Sue Woodman, prior to the start of the meeting. She was Clerk for Kingsclere Parish Council for 15 years and sadly died in June 2020.

AM 2020 – Present:

Cllrs: Adams; Bowes; Farey; Mussett; Peach N; Peach R; Price; Sawyer F; Sawyer J. BCllrs: Frost; Poland; Rhatigan. Clerk – Ackrill; RFO – Porton; Assistant Clerk – Read. 2 members of the public.

2021.1 – 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.

2021.2 – Apologies:

CCllr Thacker. PCSO B Ireland.

2021.3 – Declarations of Interest:

None.

2021.4 – 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.

2021.5 – 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. More Tree Warden volunteers would be welcome. It is not an elected position so there is no maximum number of people who can hold the title.

5.3 Transport Representative – Ray Peach.

2021.6 – To Appoint and Confirm Trustees:

6.1 Kingsclere Charities:

Confirmed as Cllr Adams and Mrs I Powers who remain trustees until May 2023 and November 2022 respectively.

2021.7 – 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

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

2021.8 – 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.

2021.9 – To Review the Terms of Reference for Committees:

The Terms of Reference for the General Purposes Committee, the Finance and Establishment Committee, the Planning Panel and the Employment Panel were all approved at OM 27th July 2020. It was agreed to review them all at July OM. It was noted the Terms of Reference are not on KPC's website.

Action: July OM

2021.10 – To Appoint Members to Existing Committees and 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.

10.4. Employment Panel:

Cllrs: Farey; Mussett; Price; F Sawyer.

2021.11 – Review and Adoption of Standing Orders and Financial Regulations:

The Standing Orders were last reviewed and adopted at OM 26th October 2020. It was agreed to review Standing orders at October OM. The Financial Regulations were last reviewed and adopted at OM 27th July 2020. It was agreed to review at July OM.

Action: July OM; Oct OM.

2021.12 – Review of Inventory of Land and Other Assets Including Buildings and Office Equipment:

The Asset Register was last reviewed at FE 22nd April 2021.

2021.13 – Confirmation of Arrangements for Insurance Cover in Respect of All Insurance Risks:

This was last reviewed at April OM. It is on the agenda for discussion at May OM, after this meeting.

2021.14 – Review of the Council's Staff Subscriptions to Other Bodies:

Document circulated prior to meeting. It was agreed that KPC do not require a paid for Zoom license. No other comments regarding staff subscriptions.

Resolved: Agreed to cancel Zoom licence.

2021.15 – Review of the Council's Complaint Procedure:

The Complaint Procedure was last reviewed and adopted at OM 26th October 2020. It was agreed to review the Complaint Procedure at October OM.

Action: Oct OM.

2021.16 – Review of the Council's Policies, Procedures, and Practices in Respect of its Obligations Under the Freedom of Information and Data Protection Legislation:

At AM 2020 it was agreed to review these policies at OM 29th June 2020. This was not completed. It was agreed to review at June OM.

Action: Jun OM.

2021.17 – Review of the Council's Policy for Dealing with the Press / Media:

KPC's Press and Media Policy was adopted at OM 29th June 2020. It was agreed to review at June OM.

Action: Jun OM.

2021.18 – Review of the Council's Employment Policies and Procedures:

The Grievance Policy, and Diversity Policy were adopted at OM 30th November 2020. It was agreed to review at Nov OM. The Disciplinary Policy, and Health and Safety Policy were adopted at OM 25th January 2021. It was agreed to review at Jan OM.

Action: Nov OM; Jan OM.

2021.19 – Review of the Council's Expenditure Incurred Under S.137 of the Local Government Act 1972:

This is addressed in the Annual Return which is on the agenda for discussion at May OM, after this meeting.

2021.20 – Administration:

Meeting dates for June 2021 to May 2022 were approved. It was agreed to change the date of the 2022 APM to Monday 23rd May 2022.

Resolved: Meeting dates for June 2021 – May 2022 unanimously approved.

Meeting closed 19:55

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.