



Minutes of the Annual Meeting of Kingsclere Parish Council AM 2022 Held at 7.30pm on Monday 30th May 2022 in the Village Club

AM 2022 – Present:

Cllrs: Adams; Conquest; Jones; Mussett; Peach N; Sawyer. BCllr Morrow.

Clerk – Ackrill; RFO – Porton; Assistant Clerk – Read. Press – Newbury Weekly News. 2 members of the public.

2022.1 – Election of Chairman:

Cllr Mussett was proposed as Chairman by SJ, seconded by DC, 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.

2022.2 – Apologies:

Cllrs: Bowes; Peach R. BCllr Frost.

2022.3 – Declarations of Interest:

Allotments – Cllr N Peach.

2022.4 – Election of Vice Chairman:

Cllr Conquest was proposed as Vice Chairman by NP, seconded by SJ, and 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.

2022.5 – To Appoint and Confirm Representatives:

5.1 Hampshire Parish Paths Co-ordinator – the Clerk had contacted the current Co-Ordinator but hadn't head back before the meeting. The Clerk will contact them again to ask if they would be willing to continue.

5.2 Parish Tree Wardens – Trevor Pitman and Sarah Ball confirmed they are happy to continue as Tree Wardens until September 2022.

5.3 Transport Representative – Cllr R Peach

2022.6 – 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.

2022.7 – Councillor Responsibilities:

It was agreed to add both the Kingsclere Neighbourhood Plan (KNP), and Health and Safety as listed responsibilities. Cllrs Adams and Jones agreed to be responsible for the KNP. As per the Health and Safety Policy, the Vice Chairman Cllr Conquest was confirmed as responsible for Health and Safety.

7.1 Police Liaison: Cllr Jones

7.2 Business Liaison: To be confirmed at June OM.

7.3 Kingsclere Community Association: To be confirmed at June OM.

7.4 Kingsclere Primary School: To be confirmed at June OM.

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 Mussett

7.9 BDAPTC: Cllr Mussett

7.10 Allotments: Cllr N Peach and Cllr R Peach

7.11 Cemetery: Cllr Mussett and Cllr R Peach

7.12 The Dell Recreation Ground & Play Area: Cllr Conquest

7.13 The Holding Field: Cllr Adams

7.14 The Malthouse Open Space: Cllr N Peach. Will confirm the other Cllr at June OM.

7.15 BDBC Play Areas: Cllr R Peach

7.16 Community Orchard: Cllr N Peach

2022.8 – To Review the Delegation Arrangements to 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.

2022.9 – To Review the Terms of Reference for Committees:

9.1. Terms of Reference for the Employment Panel:

Terms of Reference for the Employment Panel last reviewed at OM 26th July 2021. Agreed to review at July OM.

9.2. Terms of Reference for the Finance & Establishment Committee:

Terms of Reference for the Finance & Establishment Committee last reviewed at OM 26th July 2021. Agreed to review at July OM.

9.3. Terms of Reference for the General Purposes Committee:

Terms of Reference for the General Purposes Committee last reviewed at OM 26th July 2021. Agreed to review at July OM.

9.4. Terms of Reference for the Planning Panel:

Terms of Reference for the Planning Panel last reviewed at OM 26th July 2021. Agreed to review at July OM.

Action: July OM

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2022.10 – To Appoint Members to Existing Committees and Sub-Committees:

10.1 Finance and Establishment Committee – Cllrs:

Cllrs: Mussett & Conquest (ex.officio); Bowes; Farey; Jones; R Peach; and the Responsible Financial Officer.

10.2 General Purposes Committee – Cllrs:

Cllrs: Mussett & Conquest (ex.officio); Adams; Bowes; Jones; N Peach; Sawyer.

10.3 Planning Panel – Cllrs:

Cllrs: Adams; Farey; Jones; Sawyer; and the Clerk.

10.4 Employment Panel – Cllrs:

Cllrs: Farey; Jones; N Peach; Sawyer.

2022.11 – Review and Adoption of Standing Orders and Financial Regulations:

The Standing Orders were last reviewed at OM 31st January 2022. It was agreed to review at January OM. The Financial Regulations were last reviewed at OM 27th September 2021. It was agreed to review at September OM.

Action: September and January OM.

2022.12 – Review of Inventory of Land and Other Assets Including Buildings and Office Equipment:

The Asset Register was last reviewed at FE 22nd April 2022 and approved at OM 25th April 2022. Agreed to review at April OM.

Action: April OM

2022.13 – Confirmation of Arrangements for Insurance Cover in Respect of All Insurance Risks:

Last reviewed at OM May 2021. This item is on the agenda for discussion at May OM, after this meeting.

2022.14 – Review of the Council's Staff Subscription to Other Bodies:

Document circulated prior to meeting. No comments regarding council or staff subscriptions.

2022.15 – Review of the Council's Complaint Procedure:

The Complaint Procedure was last reviewed and adopted at OM 25th October 2021. It was agreed to review at October OM.

Action: October OM

2022.16 – Review of the Council's Policies, Procedures, and Practices in Respect of its Obligations Under the Freedom of Information and Data Protection Legislation:

16.1. Data Protection Policy:

Data Protection Policy adopted at OM 26th July 2021. Agreed to review at July OM.

16.2. Data Retention Policy:

Data Retention Policy last reviewed at OM 26th July 2021. Agreed to review at July OM.

16.3. Freedom of Information Act Scheme Document:

Freedom of Information Act Scheme Document last reviewed at OM 26th July 2021. Agreed to review at July OM.

Action: July OM

2022.17 – Review of the Council's Policy for Dealing with the Press / Media:

The Press and Media Policy was adopted at OM 28th June 2021. Agreed to review at June OM.

Action: June OM

2022.18 – Review of the Council's Health and Safety Policy:

Health and Safety Policy was adopted at OM 25th January 2022. Agreed to review at January OM.

Action: January OM

2022.19 – Review of the Council's Employment Policies and Procedures:

19.1. Disciplinary Policy:

The Disciplinary Policy was adopted OM 31st January 2022. Agreed to review at January OM.

19.2. Equality and Diversity Policy:

Equality and Diversity Policy was adopted at OM 30th November 2021. Agreed to review at November OM.

19.3. Grievance Policy:

The Grievance Policy was adopted at OM 30th November 2021. Agreed to review at November OM.

Action: November and January OM

2022.20 – 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.

2022.21 – Administration:

The date for Kingsclere's Annual Parish Meeting was agreed as Monday 20th March 2023. All other meeting dates for June 2022 to May 2023 were approved.

Meeting closed 20:07

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

Distribution: Cllrs: S Adams; I Bowes; D Conquest; M Farey; S Jones; C Mussett; N Peach; R Peach; and J Sawyer.

Website: www.kingsclere-pc.org.uk.