

**St. Mary Bourne Parish Council**

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**Minutes of the Annual Parish Council Meeting held on  
Tuesday 22 May 2018 in the Club Room, Village Hall at 6:30pm**

**Present:** Cllrs Bridget Culley, Katie Dixon, Tony Grunsell, David Peart, Gwen Randall, Tony Styles and the clerk Jo Exelby.

**1. Apologies for absence:** Cllr Carole Whitlock

**2. Declarations of Acceptance of Office**

All councillors present signed their Declarations of Acceptance of Office. Cllr Dixon proposed that a resolution be passed to allow Cllr Whitlock to sign her Declaration of Acceptance of Office at the first council meeting she attends following her return from holiday. This was seconded by Cllr Styles and passed unanimously.

**3. Election of Chair & Vice Chair**

Cllr Culley, the 2017/2018 Vice Chair invited nominations for the post of Chair. Cllr Dixon nominated Cllr Peart, which was seconded by Cllr Styles. There were no other nominations and Cllr Peart was elected Chair unanimously.

Cllr Peart invited nominations for the post of Vice Chair. Cllr Peart nominated Cllr Culley, which was seconded by Cllr Styles. There were no other nominations and Cllr Culley was elected Vice Chair unanimously.

**4. Member's Register of Interests & Return of Election Expenses**

The clerk handed out the forms and noted that they should be returned to BDBC by Friday 8 June.

**5. Co-options**

A number of suggestions were made for parishioners to be asked to be co-opted onto the council. It was agreed that they would be approached, and a decision made at the next Full Council meeting.

**6. Terms of reference and appointment of members to Committees & Working Groups**

The terms of reference of each of the Committees & Working Groups were reviewed and agreed and the following members were elected:

**6.1. Finance Committee:** Cllrs Culley, Dixon, Peart, Randall and Whitlock.

**6.2. Flood & Emergency Group:** Cllrs Culley, Peart and Styles. It was resolved to ask Sarah Cooney & Clem Jones to be continue as members of the group.

Chair's Initials

**6.3. Highways & Services Group:** Cllrs Dixon, Peart and Whitlock. It was resolved to ask Sarah Cooney to continue as a member of the group.

**6.4. Planning Committee:** Cllrs Culley, Grunsell, Peart, Styles and Whitlock.

**6.5. Recreation Ground & Lake Committee:** Cllrs Culley, Grunsell, Peart, Randall and Styles. It was resolved to ask Paul Manning to continue as a member of the group in relation to Lake matters.

## 7. Nominate monitoring roles

The terms of reference were reviewed and agreed, and the following members were elected:

**7.1. Footpath Officers:** Cllrs Dixon and Styles. It was resolved to accept Caroline Hoye's offer to continue as an officer.

**7.2. Parish Tree Warden:** It was resolved to accept Peter St Quinton's offer to continue in the role.

## 8. Nominate representatives

It was resolved to nominate the following:

**8.1. Hampshire Association of Local Councils:** Cllr Peart

**8.2. Basingstoke District Association of Parish Councillors:** Cllr Peart

**8.3. Hampshire Playing Fields Association:** Cllr Peart

**8.4. Holdway Almshouse Charity Trust:** Dan Culley and Penny Wood to continue to be the parish council's nominative trustees

**8.5. United Charities Trust:** Cllr Culley

**8.6. Hill & Valley Business Group:** Cllr Dixon

**8.7. Vitacress:** Cllr Culley. It was resolved to ask Ray Randall to remain as a representative.

## 9. Calendar of meetings for 2018/2019

The proposed calendar was reviewed and agreed.

## 10. Resolution to adopt the Council's Standing Orders and Financial Regulations for the year 2018/2019

A resolution to adopt the draft Standing Orders was proposed by Cllr Culley, seconded by Cllr Dixon and agreed unanimously. The Standing Orders were signed by the Chair and Vice Chair.

A resolution to adopt the draft Financial Regulations was proposed by Cllr Culley, seconded by Cllr Styles and agreed unanimously. The Financial Regulations were signed by the Chair and Vice Chair.

## 11. Review of inventory of land and assets

The asset register was reviewed and agreed.

Chair's Initials

**12. Confirmation of arrangements for insurance cover in respect of all insured risks.**

The insurance arrangements were reviewed and agreed to be sufficient.

**13. Review of the council's complaints procedure**

The draft policy and procedure were reviewed and unanimously agreed.

**14. Review of the council's policies & procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018**

It was agreed that these policies and procedures would be reviewed and agreed at the next meeting of the Finance Committee.

**15. Resolution to renew the agreement with the owners of Summerhaugh Cottage for the siting of the Millennium Seat**

It was agreed to ask the owners of Summerhaugh Cottage to renew the agreement for 2018/2019.

**There being no other business the meeting closed at 7:25pm.**

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Chair, St. Mary Bourne Parish Council

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Date