

Greatham Parish Council

Annual Meeting

Monday 14th May 2018 at 7.30pm at St John the Baptist Church Rooms

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Greatham Parish Council for the transaction of business set out below.

J Ives

Jane Ives, Clerk to the Council

8th May 2018

AGENDA

- 1. Election of Chairman to the Parish Council for 2018/2019 and to receive the Chairman's Declaration of Acceptance of Office**
- 2. Election of Vice Chairman to the Parish Council for 2018/2019 and to receive the Vice Chairman's Declaration of Acceptance of Office**
- 3. Chairman's Announcements** – To make any announcements to the Council and members of the public in attendance at the meeting.
- 4. Apologies for Absence** – To declare any apologies received from Councillors.
- 5. Declarations of Interest** – Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
- 6. Election of members to Committees** – To elect councillors to form the Committees of the Parish Council.
 - a. Planning Committee (4 Councillors)
 - b. Staffing Committee (3 Councillors)
 - c. Greatham Old Church Advisory Committee (2 Councillors)
- 7. Election of Committee Chairs and Vice Chairs**
 - a. Planning Committee
 - b. Staffing Committee
- 8. Election of non-councillors to Old Church Advisory Committee** – To agree the appointment of 8 non-councillors to form the Old Church Advisory Committee (with 2 Parish Councillors already appointed).
- 9. Election of Chair and Vice Chair of Old Church Advisory Committee**

10. Election of representatives to existing Organisations, Outside Bodies, Working Parties and Groups – To elect representatives to liaise between Greatham Parish Council and the following;

- a) Playground - 1 representative
- b) Highways, Public Transport and Traffic – 2 representatives
- c) Footpaths and Bridleways– 1 representative & 1
- d) Tree Warden – 1 representative
- e) Greatham Village Hall – 1 representative
- f) Coryton Trust – 2 representatives
- g) Liss Greatham and Hawkey Friendship Fund - 1 representative
- h) HALC/ EHAPTC – 2 representatives
- i) Greatham Allotment Charity - 1 representative
- j) Community Forum - 1 representative
- k) Joint meeting of SDNPA and HALC - 2 representatives
- l) CTCG - 1 representative
- m) Speedwatch – 1 representative
- n) Lengthsman Scheme – All Councillors (Clerk to action)
- o) Parish Communications – 1 representative

11. Public Question Time – To suspend standing orders for 15 minutes to allow members of the public to raise questions.

12. Report from County Councillor – To hear the report from the County Councillor and raise any concerns.

13. Report from District Councillor – To hear the report from the District Councillor and raise any concerns.

14. Minutes of the Parish Council meeting on Monday 9th April 2018 – To review and approve the minutes of the meeting.

15. Matters arising from the minutes of the Parish Council meeting on Monday 9th April 2018 – To consider matters arising from the meeting.

16. Review of Action Log – To review the log of actions from previous meetings for Councillors to provide updates.

17. To approve and adopt the Standing Orders for Greatham Parish Council – To approve updated Standing Orders following publication of National Association of Local Councils new Model Standing Orders. Approval includes Terms of Reference for all Committees of the Council.

18. Financial Risk Assessment – To approve and adopt the Financial Risk Assessment.

19. General Data Protection Regulations – To approve and adopt data protection policy and privacy notice and to provide an update on the new regulations.

20. Meetings dates for 2018/19 – To agree meeting dates to May 2019.

21. Parish Council Finances – To present the current position of the Parish Council's finances. For further information regarding the village please visit www.greatham-hants.org.uk

22. Approval of Payments – To review and approve the following payments to be made to employees and suppliers for the services provided to the Parish Council.

| Payee | Purpose | Amount |
|---|---|-----------------|
| Mrs J Ives | Salary 1st May-31 st May 2018 | £476.67 |
| Mrs J Ives | Expenses (mileage February-April 2018, parking, stamps & Information Commissioners Office registration fee) | £118.80 |
| Mrs J Ives | Additional hours worked March-April 2018 (20 hours claimed) | £220.00 |
| Hampshire Association of Local Councils | Local council finance course for Clerk | £90.00 |
| McNeillage Conservation | Tomb conservation work (VAT = £1,400) | £8400.00 |
| PJL Business Services | Website domain & email accounts for 1 year (VAT = £19.36) | £117.30 |
| | Total Payments | £9422.77 |

23. Reports from outgoing representatives of Organisations, Outside Bodies, Working parties and Groups -

- a. Playground – Cllr Cheesman.
- b. Highways, Public Transport and Traffic – Cllrs D Rudd & Packett.
- c. Footpaths and Bridleway – Cllr Packett & Mrs Booton.
- d. Tree Warden – Anna Dale-Harris.
- e. Greatham Village Hall – Cllr C Rudd.
- f. Coryton Trust – Cllrs Jerrard and C Rudd.
- g. Liss Greatham and Hawkley Friendship Fund – Cllr Jerrard.
- h. HALC/ EHAPTC – Cllrs C Rudd.
- i. Greatham Allotment Charity – Cllr Jerrard.
- j. Community Forum – Cllr Jerrard.
- k. Joint Meeting of SDNPA and HALC – Cllrs D Rudd.
- l. CTCG – Cllr Jerrard.
- m. The Old Church – Cllrs C Rudd & D Rudd. **To note report on tomb conservation work.**
- n. Lengthsman Scheme – Clerk.
- o. Parish Communications – Cllr A Crick.
- p. Speedwatch – Cllr A Crick.

24. Speedwatch equipment – Consider a request from Steep Parish Council to borrow the Council's Speedwatch equipment.

25. Date of next meeting – To remind councillors that the date of the next meeting of the Parish Council will be Monday 4th June (If there is a planning meeting it will be on Monday 18th June).

26. Close of meeting