

## **Minutes of The Annual Meeting of Haresfield Parish Council held on Monday, 20th May 2019 at**

### **7:30pm in Haresfield Village Hall**

- 1. Appointment of temporary Chair of the meeting:** Cllr Sue Thorpe was nominated temporary Chair - Cllr Sue Thorpe took the Chair
- 2. Elect a Chair of the Council:** Cllr Charlotte Tilsley was nominated as chair and unanimously elected
- 3. Declaration of Acceptance of Office:** Cllr Charlotte Tilsley swore her declaration of acceptance of office
- 4. Elect a Vice Chair of the Council:** Cllr Fiona Bevan was nominated by Cllr Thorpe and seconded by Cllr Tilsley
- 5. Apologies:** received from District Councillor Dave Mossman, County Councillor Stephen Davies and Cllr Jenny Knight
- 6. Register of Members' Interests:** Councillors checked their Register of Interests and will pass to the clerk to be forwarded to SDC as is required
- 7. Code of Conduct:** Councillors checked and confirmed the Code of Conduct
- 8.** In accordance with Standing Order 5j the Council considered the following business:
- 9.** Review of delegation arrangements to committees, sub committees, staff and other local authorities
- 10.** Review and approval of the terms of reference for committees
- 11.** Appointments of members to committees
- 12.** Appointment of any new committees. It was unanimously resolved that no committees be created
- 13.** Review and adoption of Standing Orders
- 14.** Review and Adoption of Financial Regulations
- 15.** Review of arrangements with other local authorities
- 16.** Review of representation on or work with other external bodies and arrangements for reporting back
- 17.** To consider the council becoming eligible to exercise the general power of competence in the future. It was noted that the clerk having passed the CiLCA qualification, this could be considered at a future date.
- 18.** Review of inventory of land and assets including buildings and equipment. This was reviewed as part of the recently completed annual return

19. Confirmation of Insurance Cover in respect of all insured risks. In accordance with the agreement made at the 2018 annual parish council meeting, the insurance was reviewed in 2018 and the policy amended to include the Merryfields. This policy was taken for a three year period, to be reviewed in 2022
20. Review and approval of subscriptions to other bodies. Subscriptions were agreed to GAPTC and the Gloucestershire wildlife trust
21. Review and approval of the Council's complaints procedure. It was noted that the council did not have a complaints procedure, but should a complaint be received it be dealt with by the chair or vice chair.
22. Review and approval of the Council's procedure for handling requests under the freedom of information Act 2000. It was noted that the council did not have a procedure, but should a request be received it be dealt with by the clerk with reference to chair or vice chair
23. Review and approval of the Council's procedure for handling requests under the Data Protection Act 2018. Any request received to be dealt with by the chair
24. Review and approval of the Council's policy for dealing with the press / media. It was noted that the council did not have a policy, but should a complaint be received it be dealt with by the chair
25. Review and approve the time and place of Ordinary meetings of the Council up to and including the next annual meeting of the Council. It was agreed that meetings will take place on the last Monday of the month, with the exception of bank holidays. No meeting to be held in the summer or at Christmas  
Meeting dates will be set and published on the village website and the PC notice board
26. **ANNUAL GOVERNANCE AND ACCOUNTABILITY:**
  - i. Consideration and Approval of Annual Governance Statement completed
  - ii. Approval of Accounting Statements completed

The meeting closed at 9.25 pm

**Date of next meeting: Monday June 24<sup>th</sup> 2019**