



## Minutes of the Annual Meeting of Kingsclere Parish Council 2023 Held at 7.30pm on Monday 22<sup>nd</sup> May 2023 in the Village Club

### **AM 2023 – Present:**

Cllrs: Conquest; Gaines Mussett; Peach N; Peach R.

Clerk – Ackrill; 3 members of the public. BCllr: Rhatigan.

### **2023.1 – Election of Chairman:**

#### **1.1 Election of Chairman:**

Cllr Clive Mussett was proposed by Cllr Peach and Seconded by Cllr Gaines as Chairman for the coming year, there were no other nominations. Cllr Mussett explained his priorities for the year and then agreed to stand, all were in favour. – Cllr Mussett Duly Elected

#### **1.2 Receipt of the Chairman's Declaration of Acceptance of Office:**

The Chairman's declaration of acceptance of office was signed and received.

### **2023.2 – Election of Vice Chairman:**

#### **2.1 Election of Vice Chairman:**

Cllr David Conquest was proposed by Cllr Gaines and seconded by Cllr N Peach as Vice Chairman. There were no other nominations. Cllr Conquest accepted, and all were in favour. – Cllr Conquest Duly Elected

#### **2.2 Receipt of the Vice-Chairman's Declaration of Acceptance of Office:**

The Vice-Chairman's declaration of acceptance of office was signed and received.

### **2023.3 - Apologies:**

RFO – Porton, BCllrs Bound and Morrow

### **2023.4 – Declarations of Interest:**

Allotment points 7.3 and 27 Cllrs N Peach and Cllr R Peach

### **2023.5 – To Appoint and Confirm Representatives:**

#### **5.1 Hampshire Parish Paths Co-ordinator:**

Andrew Slater has agreed to continue – all were in favour

#### **5.2 Parish Tree Wardens:**

No suggestions were available these positions are vacant.

### **2023.6 – To Appoint and Confirm KPC Nominated Trustees:**

Sue Adams and Irene Powers have kindly agreed to be our representatives for a further 4 years.

Confirmed as Sue Adams and Mrs I Powers. All in favour, Clerk will write relevant letters.

**Action:** - Clerk

### **2023.7 – Councillor Responsibilities:**

**7.1 HALC:** Cllr Mussett as Chairman

**7.2 BDAPTC:** Cllr Mussett as Chairman

**7.3. Allotments:** Cllr N Peach and Cllr R Peach

**7.4 Cemetery:** Cllr Mussett and Cllr R Peach

**7.5 The Dell Recreation Ground & Play Area:** Cllr Conquest

**7.6 The Holding Field:** Cllr R Peach

**7.7 The Malthouse Open Space:** Cllr N Peach

**7.8 BDBC Play Areas:** Cllr R Peach

**7.9 Neighbourhood Plan:** Cllr Gaines and Cllr R Peach

**7.10 Community Orchard:** Cllr N Peach

**7.11 Health and Safety Officer:** Cllr Conquest

**7.12 Community Engagement and Media:** Cllr Conquest

**7.13 Financial Risk Management (Audit checks of Payments and Receipts):** Cllr S Gaines

**7.14 Environment and Recycling:** Cllr N Peach

All present were in favour of the above section representatives.

### **2023.8 – 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.

### **2023.9 – To Review the Terms of Reference for Committees:**

**9.1 Finance and Establishment:** reviewed and all in favour – adopted.

**9.2 General Purposes Committee:** reviewed and all in favour – adopted.

**9.3 Planning Panel:** reviewed and all were in favour – adopted.

**9.4 Personnel Procedure and Policy Committee:** reviewed and all were in favour – adopted.

**2023.10 – To Appoint Members to Existing Committees and Sub-Committees:**

**10.1 Finance and Establishment Committee:** Cllrs: Conquest, Gaines, Mussett, Peach R and the RFO.

**10.2 General Purposes Committee** – Cllrs: Conquest, Gaines, Mussett, Peach N

**10.3 Planning Panel** – Cllrs: Cllrs Gaines, Peach R and Peach N and Clerk

**10.4 Personnel Procedure and Policy Committee** – Cllrs: Conquest, Gaines, Mussett, Peach N, Peach R, RFO and Clerk

**2023.11 – Review and Adoption of Standing Orders and Financial Regulations:**

**11.2 Standing Orders:** Reviewed, all in favour – adopted.

**11.3 Financial Regulations:** Reviewed all in favour – adopted.

**2023.12 – Review of Grants Policy:** reviewed all in favour - adopted

**2023.13 – Review of Reserves Policy:** reviewed all in favour -adopted

**2023.14 - Review of Investment Policy:** reviewed all in favour – adopted

**2023.15 - Review of Regular Direct/Auto Contract Payments:** as per spreadsheet supplied and linked to agenda by the RFO – reviewed, proposed by Cllr Conquest and seconded by Cllr Gaines all in favour.

**Resolved** – Approval of regular Direct and Auto Contract Payments

**2023.16 - Review of Inventory of Land and Other Assets Including Buildings and Office Equipment:**

Asset Register – linked to agenda reviewed and all in favour.

**2023.17 – Review Scheme of Delegation to Proper Officers:** reviewed all were in favour - adopted

**2023.18 – Confirmation of Arrangements for Insurance Cover in Respect of All Insurance Risks:**

Review of quotes and agreement of 2023/4 Policy on the Full Council Ordinary Meeting following this Annual Meeting

**Resolved:** - deferred to May OM.

**2023.19 – Review of Councils Health and Safety Policy:** reviewed all in favour

**2023.20 – Review of the Council's Staff Subscription to Other Bodies:** as per spreadsheet supplied by RFO and linked to the agenda read out by Clerk. Reviewed and proposed for approval by Cllr R Peach and seconded by Cllr N Peach all in favour.

**Resolved** – Approval of all Subscriptions to other Bodies.

**2023.21 - Review of the Council's Expenditure Incurred Under S.137 of the Local Government Act**

**1972:** This is addressed in the Annual Return which will be reviewed by our Auditor on the 31<sup>st</sup> May and will be covered at the June OM.

**2023.22 – Review of the Council's Complaint Procedure:** reviewed and all were in favour – adopted.

**2023.23 – Review of the Council's Policies, Procedures, and Practices in Respect of its Obligations Under the Freedom of Information and Data Protection Legislation:**

**23.1 Data Retention Policy:** reviewed all in favour – adopted.

**23.2 Data Protection Policy:** reviewed all in favour – adopted.

**23.3 Freedom of Information Policy:** reviewed all in favour -adopted.

**2023.24 – Review of the Council's Policy for Dealing with the Press / Media:** reviewed all in favour - adopted

**2023.25 – Review of the Council's Employment Policies and Procedures:**

**25.1 Disciplinary Policy:** reviewed all in favour – adopted.

**25.2 Equality Diversity and Inclusion Policy:** reviewed all in favour – adopted.

**25.3 Grievance Policy:** reviewed all in favour – adopted.

**2023.26 – Review of Councils Privacy Notices:**

**26.1 General:** reviewed all in favour – adopted.

**26.2 Staff, Councillors and Role Holders:** reviewed all in favour – adopted.

**2023.27 – Review of Allotment Policy:** reviewed all in favour – adopted.

**2023.20 – Administration: Schedule of Meetings:**

Meeting dates from June 2023 to May 2024 were approved.

Meeting closed 19.55

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

**Distribution: Cllrs:** D Conquest; S Gaines; C Mussett; N Peach; R Peach;  
Website: [www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk).