

MINUTES OF THE ANNUAL WORLDHAM PARISH COUNCIL MEETING

8.00 PM, WEDNESDAY 3rd May 2017

EAST WORLDHAM VILLAGE HALL

Present: Cllrs Andrew Aldridge, Terry Blake, Bill Fife, Tessa Gaffney, Mary Trigwell-Jones, William Brock, Mr R Twining (Clerk), no members of the public

Cllr Trigwell-Jones declared an interest in agenda item 7/17 (a), by virtue of her being on the East Worldham PCC.

1/17. Apologies:
No apologies were received.

2/17 Election of Officers
Councillors were elected to the following positions:

Chairman: Cllr Aldridge - Proposed by Cllr Trigwell-Jones
- Seconded by Cllr Gaffney AIF

Vice-Chairman: Cllr Blake - Proposed by Cllr Fife
- Seconded by Cllr Gaffney AIF

Cllr Blake agreed to be the vice chairman for 1 year, with a new vice chairman to be appointed next year.

Cllr Aldridge on behalf of the Parish Council thanked Cllr Blake for all his hard work over the last three year as Chairman of the Council.

Sub committees

Parish plan - Councillors agreed that the Parish Plan sub-committee should continue with Cllr Trigwell-Jones being the team leader.

Village hall - Councillors agreed that the Village Hall sub-committee should continue with Cllr Gaffney being the team leader.

Traffic Management Group - Councillors agreed that the Traffic Management Group should continue with Cllr Fife being the team leader.

The above appointments were:
- Proposed by Cllr Blake
- Seconded by Cllr Brock AIF

3/17 Specific responsibilities of councillors

Councillors agreed to have the lead liaison role for:

- Communications Cllr Trigwell-Jones
- Countryside (Boats) Cllr Gaffney
- Eco Town Cllr Blake
- Highways (Road and traffic) Responsibility of all councillors
- Minerals and waste Cllr Blake
- Planning Responsibility of all councillors
- Playground, Families and Children Cllr Aldridge
- South Downs National Park Responsibility of all councillors
- Website Cllr Fife

- Proposed by Cllr Aldridge
- Seconded by Cllr Brock AIF

4/17 Appointment of parish representatives

Councillors agreed on the following parish representatives:

- | | |
|------------------------------------|---|
| - Footpaths Officer | Mrs C Wilson-Webb |
| - Jalsa Salana Representative | Cllr Blake |
| - Litter Collection | Mr C Kehoe |
| - Neighbourhood Watch Co-ordinator | Mrs K Denyer |
| - Website Administrators | This role is now carried out by Mrs Goodwyn and the Clerk |

- Proposed by Cllr Fife
- Seconded by Cllr Gaffney AIF

5/17 Finance, investment policy and risk

a). Review and adoption of accounts of 2016-17. The Clerk gave copies of the Annual Governance Statement 2016-17 to the Councillors.

Councillors examined in detail the 9 statements of annual governance and decided that the Parish Council was compliant with statements 1 to 8 and that statement 9 was not applicable.

The Clerk requested that the Councillors formally approve the Annual Governance Statement 2016-17

- Proposed by Cllr Brock
- Seconded by Cllr Fife AIF

b). Cheque signatories and bank accounts

Councillors noted that the Parish Council bank accounts mandate requires 2 signatories for any transaction. Current signatories are. Cllrs Aldridge, Blake, Fife, Trigwell-Jones and the Clerk.

The Clerk reported that TSB had been unable to process a written request to transfer funds from the current account to the deposit account because the Clerk had handed in the letter to the branch instead of it being handed in by the 2 signatories who had signed the letter. TSB allowed the Clerk to undertake the transaction over the phone. This could technically be in breach of the Parish Council's Standing Orders requiring 2 people to authorise any transaction.

It was proposed by Cllr Trigwell-Jones and seconded by Cllr Blake that the Clerk will investigate the setting up of an electronic banking facility with TSB.

c). Investment Policy

The Councillors agreed to continue with a safe and cautious investment policy and to keep any surplus funds in the TSB deposit account which earns interest.

d). Review of risk and insurance

Councillors agreed that Cllr Blake and the Clerk should have a meeting to update the Risk Assessment Report.

- Proposed by Cllr Fife
- Seconded by Cllr Trigwell-Jones AIF

e) Community Benefit Scheme

The Clerk informed the Councillors that he has received three applications for grants which will be considered at the June Parish Council meeting. The Clerk may submit 2 applications on behalf of the Parish Council for consideration.

Councillors agreed that applications will be reviewed twice a year, in June and December. The respective deadlines for receiving applications will be the end of March and September

f). Pension Enrolment

The Clerk confirmed that he was the sole employee of Worldham Parish Council. His pay for pension auto enrolment falls under Category B – if an employee asks to be put into a pension scheme, the employer must put them in your qualifying pension scheme and pay regular contributions. The Clerk confirmed that he has not asked the Parish Council to provide him with a pension scheme. Councillors noted that the Vesting date for auto enrolment was 1st May 2017.

The Clerk had drawn up the statutory letter informing the Clerk that the Parish Council is not putting him into a pension scheme. Cllrs Blake and Aldridge signed the letter on behalf of the Parish Council.

g). Chairman's Allowance

Councillors discussed the chairman's allowance and agreed that although no sum has been allocated for the Chairman's allowance for 2017-18 it will be set at £50.

h). Section 137

The Clerk reported that the Section 137 sum for 2017-18 is £7.57 per elector. The Clerk reminded Councillors that Section 137 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory responsibility.

6/17 Salaries and expenses

a). Clerk's remuneration - it was noted that when setting the budget and the precept for 2017-18 the Clerk stated that he wished to reduce the number of hours that he is contracted to work from 11 hours per week to 10 hours per week. That his salary remain on Spinal Point 26 but should rise in line with any increase in the National Joint Council for Local Government Services pay scale

Councillors accepted the Clerk's statement regarding his pay. AIF.

b). Hall Administrator's remuneration

Councillors agreed to keep the remuneration at the same level as last year, nominally £150 per year. It was noted that Mike Walker, the hall administrator waived his remuneration last year.

c). Hall Cleaner's remuneration – Councillors agreed to keep the remuneration at the same level as last year nominally £372 per year. It was noted that Kate Denyer has waived her remuneration last year.

7/17 Grants and donations

a). Churchyards (Cllr Trigwell-Jones declared an interest in this item)

Councillors resolved that the donations to the churchyards for 2017-18 are:

- East Worldham - £400
- West Worldham - £100
- Hartley Mauditt - £100

The donations are for the upkeep of the burial grounds in the respective churchyards.

- Proposed by Cllr Blake
- Seconded by Cllr Brock AIF

b). East Hampshire Citizens Advice Bureau Ltd –

Councillors resolved that a donation of £100 be granted to the Citizens Advice Bureau. In previous years, except for 2016-17, a donation had been given to Alton Counselling. It was agreed not to provide a donation this year.

- Proposed by Cllr Trigwell-Jones
- Seconded by Cllr Gaffney AIF

c). Any Other Grants

No requests for grants had been received for discussion.

8/17 Village hall charges

Councillors agreed that there should be no changes to the village hall charges

- Proposed by Cllr Fife

- Seconded by Cllr Brock

AIF

9/17 Date of Parish Council Meetings for 2016-17

Normally the first Wednesday of each month.

The next Parish Council meeting will be held on Wednesday 7th June, 5th July, 2nd August, 6th September, 4th October, 1st November, 6th December, 10th January, 7th February, 7th March

Meetings to start at 8.00 pm and held at the East Worldham village hall

It was agreed that there was insufficient items on the Agenda for the need to hold a meeting on Wednesday 10th May and to cancel this meeting.

10/17 Any other business

The Clerk stated that the Transparency Fund will be operating for a further year and he will be applying for funding, to reimburse the Parish Council for the time that the Clerk undertakes in maintaining the Worldham website to meet the Transparency Code for Smaller Authorities.

The meeting closed at 9.25 pm