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**Annual General Council Meeting**

**Minutes**

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

Minutes of the **Annual Council Meeting** of **HAMBLE PARISH** **COUNCIL**Meeting held on **Tuesday, May 9, 2023** at **19:00 - 21:30** in the **Roy Underdown Pavilion, Baron Road, Hamble, Hants**

Present: Simon Hand, Chris Jones, Ian Underdown, Andy Thompson, Sheelagh Cohen, Michelle Nicholson, Tony Moody, Mark Venables, Sarah Lehneis, Malcolm Cross

Apologies: Trevor Dann

Staff In Attendance: Clerk and Comms lead.

MINUTES

## 1 Welcome to Annual Parish Meeting

## 2 Chair's opening statement and a MINUTE’S silence in memory of, and to honoUr Tony Ryan.

Cllr Hand welcomed councillors, Claire, and a member of the public. He then asked the Council to mark the sad loss of Tony Ryan by holding a minute’s silence.    
He went on to pay tribute to him with the following statement: Tony bought with him an energy and focus that was unique to the Council and will be missed by both the Council and the wider Hamble community.

A Service of Remembrance will take place at St Andrews Church at 12.30pm on the 24th of May 2023 followed by a reception at the Royal Southern Yacht Club.  Details have been circulated to councillors and those able to attend should respond directly to his family.

Councillors were also made aware that Robin had been admitted to hospital earlier in the day. The Chair asked that the Council’s best wishes be passed to him at the soonest opportunity.

Cllr Nicholson arrived at 19.03.

## 3 Election of Chair for 2023/24

Cllr Hand confirmed he was relinquishing the role and proposed Cllr Jones as the new Chair. This was seconded by Cllr Venables.   Cllr Moody then made a counter proposal for Cllr Nicholson but she declined to be nominated due to her other commitments.

The council then reverted to the original motion and voted unanimously for Cllr Jones.   
Prior to Cllr Jones signing the acceptance form he thanked Cllr Hand for his service.  He pointed out that Cllr Hand had appointed the Clerk and had gone on to manage many challenges especially during the covid period and more recently the Cemex application.  His leadership has helped to deliver a number of projects across the village. He thanked Cllr Hand for his term of office and for the many achievements he had achieved.

Cllr Hand responded by thanking everyone.

Cllr Jones then signed the form of acceptance.

## 4 Apologies for Absence, declaration of interets and dispensations

Cllr Dann.   
  
Dispensations –

Cemex – Cllr Venables, Underdown and Moody.

Planning due to his role at Eastleigh Borough Council – Cllr Cross.

## 5 Approve the minutes of the last meeting

Minutes from the 11th April 2023 were proposed by Cllr Underdown and seconded by Cllr Hand and the minutes were signed.

## 6 Public session

No one wished to speak.

## 7 Election of Vice Chair for 2023/24

Cllr Jones proposed Cllr Dann and Cllr Nicholson seconded the nomination.  No other proposals came forward and he was elected unanimously.  The acceptance of office was not signed due to his absence.

## 8 Governance Review

All of the groups and dates were agreed although the council meetings for June and July would be reserve ones (only used if there was urgent business) with them reverting to the normal pattern in September.

All of the Committees would in the short term operate as Working Groups to ease the admin pressures on the office once the Clerk had left at the end of the month. This meant that agendas would not be published in the same way nor would a Proper Officer be needed. Minutes or notes would still be required and would be published but to a lesser standard.

Election of chairs  
Asset Management WG/Committee - Cllr Thompson was proposed Cllr Hand and seconded Cllr Underdown and it was agreed unanimously. Cllr Thompson stated that he felt that the period during which the group operated as a Working Group should be minimal.   
Planning Working Group - Cllr Hand to join the group to fill the current gap.  Cllr Nicholson proposed Cllr Underdown and seconded by Cllr Venables, and all agreed.   
Resources to be a new working group (not committee) including personnel, communications and finance functions.  To include the list set out plus Cllr Lehneis and Cllr Nicholson.  Cllr Nicholson was proposed as chair by Cllr Lehneis seconded by Cllr Cohen and all agreed.   
The additional groups and roles were also discussed and in particular how councillors can engage with young people.   
  
Exceptional Council meeting 22nd May 2023 to confirm the Annual Governance and Accounts Return 2022/23 - agreed to confirm it at 9am.   
  
Date of the Annual Parish Council for 2024 - approved   
  
Review of Standing Orders and Financial Regulations   
  
Review of Media Policy, Customer Complaints Policy, Equality Statement (to be refreshed in 2023-24).   
  
Review Insurance cover  
  
Approve the Asset Register  
  
Cllr Underdown proposed to resolve the list of meetings, appointments, policies and procedures without change seconded by Cllr Thompson and all agreed. Cllr Lehneis left the meeting at 20.01 and returned at 20.03 and all agreed unanimously.

## 9 Cemex Update

Residents group meetings have continued and are now less formal and frequent.  
Still waiting for a date to be confirmed and nothing that indicates whether June or July.

## 10 Recommendations from Committees or working groups

## 10.1 Update on recruitment

Cllr Venables confirmed that we have six applications in total. The timetable for recruitment will ideally be next week as well as the following week. Confirmed they are sifting the applications but otherwise they are following the protocol.   
Also have a locum that could do work - but not to cover meetings on a Monday.

## 10.2 Communication Working Group

The resolution was that the Resources Working Group would be asked to report back with a wider range of options and a cost and benefit analysis on how to move to a e version of the newsletter - Proposed Cllr Thompson and seconded Cllr Moody and all agreed.   
The meeting was suspended from 20.41 to 20.42 while the Chair left the room.   
Cllr Hand left the room at 20.42 and returned at 20.43.

## 11 Follow up from the previous meeting

CAB  
The Clerk confirmed that the outreach service is funded by Eastleigh Borough Council in Hamble. The contract has not been uplifted in line with inflation hence the request for funding. Likely to be included on the next EBC Team meeting and would be best to understand what options might exist to support the service outside the grant agreed.

## 12 Finance and Accounts

To approve the list of payments for April..   
Proposed Cllr Underdown and seconded Cllr Cross and all approved.

## 13 Exempt Business

Proposed by Cllr Jones and seconded by Cllr Underdown and all approved to move into exempt business. The Clerk and the Comms lead left the meeting at 21.01

## 14 Retention of consultant

## Unanimously approved to agree the contractual terms outlined and to process the outstanding annual leave for the Clerk. Proposed by Cllr Jones and seconded by Cllr Hand.

## 

Meeting ended at **21:05**

CHAIR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DRAFT MINUTES TO BE SIGNED AT THE NEXT COUNCIL MEETING