



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 **Monday, May 13, 2024** at **19:00 - 21:30** in the **Roy Underdown Pavilion**

Present: Chris Jones, Mark Venables, Simon Hand, Ian Underdown, Michelle Nicholson, Trevor Dann, Malcolm

Apologies: Tony Moody

Staff In Attendance: Clerk, Accounts Officer, Operations Officer

Partners & Consultants: Claire Price SmartMarketing (Comms)

The minute reference for the meeting is the following format (DD/MM/YYYY) followed by minute item number

MINUTES

1 WELCOME

The outgoing Chair welcomed everyone and congratulated all for re-elections and for standing to represent the Parish.

He then re-thanked previous councillors in particular some of the members who were long standing including Sheelagh Cohen and who brought so much to the Parish, Andy Thompson who brought a different angle to debate and Sarah Lehneis who had a financial eye on our accounts.

2 TO ELECT THE CHAIR OF HAMBLE PARISH COUNCIL FOR 2024-2025

Cllr Hand then proposed that Cllr Jones was re-elected as Chair of the Parish, Cllr Nicholson seconded and there no other proposals. It was unanimously Resolved to agree Cllr Jones as the new Chair.

2.1 RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chair then signed his declaration of Acceptance of Office in the presence of the Clerk.

2.2 APOLOGIES FOR ABSENCE

Cllr Moody

3 PUBLIC PARTICIPATION SESSION

No members of the public were present

4 TO ELECT THE VICE-CHAIR OF HAMBLE PARISH COUNCIL FOR 2024-2025

Cllr Jones proposed that Cllr Dann was re-elected as Vice Chair, he was asked if he wished to accept, which he did, Cllr Venables then seconded. No other proposals came forward and he was elected unanimously vice chair. Cllr Dann abstained.

5 TO RECEIVE ALL COUNCILLORS DECLARATIONS OF ACCEPTANCE OF OFFICE

At 6.45pm prior to commencement of the formal meeting, all newly elected Councillors were invited to sign their declarations of office.

These were all signed before the meeting by councillors who were present.

5.1 INTERESTS & DISPENSATIONS

Cllr Nicholson, Cllr Venables, Cllr Dann and Cllr Underdown for Cemex

Cllr Nicholson, Cllr Hand and Cllr Jones for RSrnYC

The Clerk confirmed that all Cllrs needed to complete new Interests forms and apply for dispensations.

6 APPROVE MINUTES

Minutes from the 8th April 2024 were proposed by Cllr Underdown and seconded by Cllr Dann and all in favour to resolve to agree. Cllr Nicholson abstained as she was not present at the last meeting.

7 AUDIT & FINANCE

7.1 INTERNAL AUDIT FINAL LETTER REPORT

Council noted the final internal audit report and agreed they would implement actions as appropriate.

7.2 TO AGREE & APPROVE THE ANNUAL INTERNAL AUDIT REPORT

Council were shown the Annual Internal Audit Report and it was Resolved to agree the Report proposed by Cllr Underdown and Cllr Nicholson seconded and all in favour

7.3 TO AGREE & APPROVE THE ANNUAL GOVERNANCE STATEMENT

The Clerk read out the Annual Governance Statement at the meeting and the Clerk and the Chair signed this. Proposed Cllr Underdown and seconded by Cllr Cross and all in favour to Resolve to agree the Annual Governance Statement.

7.4 TO AGREE & APPROVE THE ACCOUNTING STATEMENTS

The Chair outlined the key changes in the figures and then signed at the meeting (Clerk had signed this on 19th April 2024 prior to the meeting and circulated). It was Resolved to agree the Accounting Statements Proposed by Cllr Nicholson and seconded by Cllr Underdown and all in favour

7.5 TO AGREE THE DATE FOR EXERCISE OF PUBLIC RIGHTS

From Monday 3rd June 2024 to Friday 12th July this was proposed by Cllr Venables and Seconded by Cllr Cross and all in favour to resolve to agree the dates for Exercise of Public Rights.

7.6 TO AGREE THE CONFLICT OF INTEREST FORM FROM BDO LLP

It was Resolved to agree that there are no conflict of interests between Councillors and BDO LLP and it was then Proposed by Cllr Dann and seconded by Cllr Nicholson and all in favour.

Cllr Nicholson said suggested a watching brief with her current employment.

7.7 REVIEW EFFECTIVENESS OF INTERNAL AUDIT 2023/2024

Resolved to agree that the internal audit does not undertake tasks or give advice which may compromise or fetter their independence or invalidate the smaller authorities insurance. Proposed by Cllr Nicholson seconded by Cllr Venables and all in favour

7.8 MONTHLY FINANCIAL INFORMATION

Resolved to agree the monthly reports and financial information Proposed by Cllr Dann and seconded by Cllr Nicholson and all in favour

The Chair outlined the current level of Reserves. Cllr Nicholson asked for a review of the Cloudy IT contract. Cllr Hand then asked if a councillor was signing off invoices prior to payment. The Accounts Officer confirmed they were.

8 AGREE MEETING DATES FOR 2024/2025

The Clerk highlighted the date in particular that had changed was the Annual Parish Assembly 2nd April 2025 it was Proposed to agree the meeting dates by Cllr Underdown seconded by Cllr Venables and all in favour

Cllr Nicholson asked Council to be mindful that due to the current staffing in relation to a Proper Officer being in attendance at meetings and the pressure this would put on the Clerk and Cllr Underdown then reminded council that all meetings could flex with the appropriate notice.

9 AGREE POLICIES

9.1 STANDING ORDERS

9.2 FINANCIAL REGULATIONS

9.3 MEMBERS CODE OF CONDUCT

9.4 INFORMATION & DATA PROTECTION POLICY

9.5 COMPLAINTS & COMPLIMENTS POLICY

The Clerk mentioned there was a revised model for Financial Regs. It is recommended that we implement the changes to the recently revised model and consolidate all the essential procedures and financial regulations council requires and that this be brought back to Council once integrated, therefore, in the meantime to adopt the current Financial Regulations.

The Council then agreed to take policies 9.1 - 9.5 as a whole as these were already in situ and had been circulated and implement these as they currently stand. Cllr Dann then Proposed and Cllr Cross seconded and all in favour to resolve to agree Standing Orders, Financial Regulations, Members Code of Conduct, Information and Data Protection Policy and Complaints and Compliments policy

10 TO APPOINT MEMBERSHIP TO COMMITTEES & WORKING GROUPS

The Chair explained the purposes of the Review Panel and the need for this to be fit for purpose.

Cllr Underdown proposed that the current members of the Planning and Assets remained unchanged.

10.1 PLANNING COMMITTEE

Cllr Jones Proposed and Cllr Dann seconded that the Chair of the Planning Committee and its members remained unchanged, this was resolved to agree and all in favour.

10.2 ASSETS COMMITTEE

Cllr Hand Proposed and Cllr Nicholson seconded and all in favour that the Chair of the Assets Committee and its members remained unchanged, this was resolved to agree and all in favour.

10.3 FUNCTIONS WORKING GROUP

After discussion about the need to elect more members to this area of the business Cllr Dann proposed and Cllr Underdown seconded that the Chair and members would remain the same, this was unanimously resolved to agree

Cllr Nicholson again thanked SmartMarketing and the team for the amazing work they have done and the award previously won and being invited back to the speak at HALC.

10.4 REVIEW PANEL

After a discussion around the purpose of the review Panel and the requirement for members to be flexible due to its nature. It was agreed that at this stage members would vote for a Chair and Cllr Dann then put himself forward, Cllr Hand then said he would be one this committee, he then suggested Cllr Cross to also join.

It was resolved to agree that Cllr Dann would Chair and Cllrs Hand and Cross would become members, this was proposed by Cllr Underdown and seconded by Cllr Nicholson and all in favour.

11 REVIEW & AGREE TERMS OF REFERENCE FOR COUNCIL COMMITTEES & WORKING GROUPS

There was a lengthy debate about focusing on what the councils priorities are for the future and that these should be looked in line with a neighbourhood plan to see how would this fit inside our current structure.

Cllr Venables suggested that we consider how any working groups sit within the Committees and to ensure that we simplify how we operate as a council.

Cllr Nicholson suggested that we consider bringing finance into Assets and away from Functions and HR Working Group where it currently sits, due to its intrinsic relationship to assets management.

Cllr Cross added that often HR and Health and Safety sit together and this could also be considered in later discussions.

Resolve to agree to accept all Terms of Reference 11.1, 11.2, 11.3 and 11.4 as they stand, but to bring back to a future meeting with amendments, in particular Functions Working Group TOR and Review Panel TOR. Proposed by Cllr Underdown and seconded by Cllr Dann and all in favour.

11.1 TOR FOR PLANNING COMMITTEE

11.2 TOR FOR ASSETS COMMITTEE

11.3 TOR FOR FUNCTIONS WORKING GROUP

11.4 TOR FOR REVIEW PANEL

12 EXEMPT BUSINESS

To consider passing a resolution under section 100a(4) of the local government act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of part 1 of schedule 12a of the act. the schedule 12a categories have been amended and are now subject to the public interest test, in accordance with the freedom of information act 2000. this came into effect on 1st March 2006. it is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

Cllr Underdown proposed and Cllr Dann seconded and it was unanimously resolved to move to exempt business.

Staff and partners left the meeting.

13 H R UPDATE

The Chair of Functions Working Group gave an update on two staffing matters.

The Chair wished Robin Mason on behalf of the Council all the best wishes and Cllrs concurred.

The Chair then mentioned the commitment made to the Clerk on appointment to undertake the CILCA qualification and that Council needed to help find a way to allow her half a day a week to study for this.

There was a broader discussion around support for the Estates Team but the team as a whole and how to help the Clerk move as quickly as possible to implement a new structure.

Meeting ended at **20:30**

CHAIR _____