

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 13.05.24

**Monday 13 May 2024 at 7.00pm**

The Meeting Room, Church on The Green, Rowlands Castle PO9 6AB

*These minutes are subject to confirmation by the Council at its next Full Council Meeting*

**PRESENT:**

Cllr C Stanley (elected Chairman – see Item 1), Cllr F Ball, Cllr S Donald, Cllr J Edwards, Cllr Y Haggard and Cllr V Matthews.

**MINUTES:**

Taken by Lisa Walker, Clerk to the Council

**1. To Elect a Chairman of the Parish Council**

The Clerk invited nominations for Chairman of the Council for the forthcoming year. The sole nominee having confirmed his willingness to serve, it was unanimously RESOLVED to elect Cllr Stanley as Chairman of the Council for the forthcoming year (Cllr Stanley did not vote). Cllr Stanley signed the Chairman's Declaration of Acceptance of Office form and took over as Chair of the Meeting.

A SAFETY ANNOUNCEMENT WAS MADE

**2. To Receive Apologies for Absence**

Apologies for absence were received from Cllr I Moore. It was noted Cllr Wilson would be arriving later in the evening due to a prior commitment as a school governor.

**3. If appropriate, to Elect a Vice-Chairman of the Parish Council**

It was AGREED it was not necessary to nominate or elect a member for this role at present.

**4. To Review the Council's Standing Orders (SOs), Financial Regulations (FRs) and any Committee's Terms of Reference, and Agree Action thereon**

Standing Orders (SOs) Members noted:

- The Clerk's comments that there had been no further revisions of NALC's Model SOs, upon which Council's SOs are based, in the last year;
- Since May 2023, Council had not identified a need to make any amendments to Council's existing SOs;
- Advice in the Practitioner's Guide and from Council's Internal Auditor that FRs form a separate document to the SOs;
- The recently-published NALC Model FRs include reference in the SOs against the unlawful canvassing of councillors etc, and the Clerk's proposed wording thereon, based on that of Petersfield Town Council.

On the basis of the above, it was unanimously RESOLVED to add the proposed wording on unlawful canvassing as a new SO 17, to remove reference to the FRs in the SOs and create a separate FRs document thereon – see immediately below.

**Action: Clerk to finalise and publish amended SOs for new Council Year**

Financial Regulations (FRs) Members noted the Clerk's draft FRs with annotations (circulated previously), based on NALC's newly-published Model ones. Members reviewed the document, noting the Clerk's various suggestions, and agreed amendments thereon. It was unanimously RESOLVED to adopt the draft FRs, including the agreed amendments.

**Action: Clerk to finalise and publish FRs for new Council Year**

Committee Terms of Reference Members reviewed the Terms for the Staffing & Remuneration Committee (circulated previously) and AGREED no amendments were necessary. The Terms of the Parish Hall Management Committee were not considered, having already been reviewed in October 2023.

**5. To Review Councillors' Register of Interest Forms**

All members present confirmed they had recently reviewed their forms and that no amendments were necessary, save for an addition to Cllr's Stanley form which had been made and would be sent to EHDC for filing in the near future.

**Action: Clerk to forward Cllr Stanley's amended form to EHDC for filing**

**6. To Receive and Agree the Meeting Schedule for the 2024/25 Council Year**

Members reviewed the Clerk's draft Schedule up to and including May 2025 (circulated previously). It was unanimously RESOLVED to adopt the agreed Schedule.

**Action: Clerk to finalise and publish adopted Schedule, and book venues as appropriate**

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## 7. To Appoint an Internal Auditor for 2024/25 Council Year

It was unanimously RESOLVED to appoint Eleanor Greene of Do the Numbers Ltd as the Council's internal auditor for the forthcoming year. **Action: Clerk to inform Do the Numbers of appointment**

## 8. As appropriate, to Appoint Members to Council's Committee(s) and/or Working Groups, and as Signatories to Bank Accounts

Members reviewed the current Membership List and signatories (circulated previously, and also including references under Items 9 and 10). It was unanimously RESOLVED to confirm all agreed appointments and publish accordingly. **Action: Clerk to finalise Membership List, and include details on website**

## 9. To Appoint Representatives to the following Outside Bodies:

With the relevant individuals' agreement, it was unanimously RESOLVED to appoint the following to represent the Council on the following for the forthcoming year:

Flood Action Group – Cllr Donald (any future Finchdean Ward Cllr would also be invited to join the Group)  
Friends of Stansted Park Committee – Cllr Wilson, with his agreement prior to the Meeting  
Hills to Harbour Community Rail Partnership – Cllr Stanley  
Havant Thicket Reservoir Stakeholder Advisory Group – Cllr Stanley  
East Hants Association of Parish & Town Councils – Cllr Ball and/or others, dependent on availability  
East Hampshire Passenger Transport Forum – Cllr Stanley  
EHDC's Place-making Strategy & Delivery Groups – Cllr Stanley and the Clerk, respectively

## 10. To Agree Councillors Leading on Specified Topics and Geographical Areas of the Parish:

With the relevant individuals' agreement, it was unanimously RESOLVED to appoint the following to lead on the topics below for the forthcoming year:

Environment – Cllrs Haggard & Matthews  
Flooding – Cllr Donald  
Planning – Cllr Wilson  
Recreation Ground – Cllr Moore, subject to his agreement  
South Downs National Park – Cllr Haggard, until the vacancy for Finchdean Ward Cllr is filled  
Transport & Roads – Cllr Stanley

*The Meeting ended at 7.45pm.*

During the course of the meeting (both part and whole) there were 6 members of the public and no members of the Press in attendance.