

## **UNCONFIRMED MINUTES**

### **ANNUAL MEETING**

#### **YAPTON PARISH COUNCIL**

The Annual Meeting of the Yapton Parish Council was held on the 13<sup>th</sup> May 2019 at the Yapton & Ford Village Hall. The meeting commenced at 7.15pm

*Present:* Mr Ambler, Mr Dunkley, Mr Haymes, Mr Kendall, Mr Maw, Mrs Vicky Newman, and Mr Pickthall.

*Also present:* County Councillor Mrs Jacky Pendleton, District Councillor Mrs Amanda Worne, Mr Gardiner (Clerk of the Council), and 13 members of the public.

#### **CHAIRMAN**

1. *Resolved* - That Mr Haymes be elected Chairman of the Parish Council for the ensuing year. Councillor Haymes signed the Declaration of Acceptance of Office form.

#### **VICE-CHAIRMAN**

2. *Resolved* – That Mr Pickthall be elected Vice-Chairman of the Parish Council for the ensuing year. Councillor Pickthall signed the Declaration of Acceptance of Office form.

#### **ACCEPTANCE OF OFFICE FORMS**

3. To note that the acceptance of office forms for all Parish Councillors and for the Chairman and the Vice-Chairman of the Council have been duly signed and countersigned by the Clerk of the Council.

#### **APOLOGIES FOR ABSENCE**

4. Apologies for absence were received from District Councillor Mr Henry Jones.

#### **ELECTION OF COUNCILLORS**

5. The Council noted that following the receipt of nominations for the election of parish councillors the Returning Officer had confirmed that seven nominations had been received by the closing date for the 10 seats available on the Parish Council, and that these candidates have been duly elected to the Parish Council. The remaining 3 seats will need to be filled by Co-option.
6. The Clerk outlined the process to be followed to find suitable persons for co-option to the Parish Council. Notices advertising the vacancies will be placed in the Yapton News and on the Notice Board, Website and Social Media. Applications forms will be available from the Clerk or by downloading from the Council's website. Completed applications

will be due back to the Clerk of the Council by the closing date of Monday 24<sup>th</sup> June 2019, and interviews by a panel of Councillors would be held sometime in the following two weeks. The successful candidates will be recommended for appointment at the Parish Council meeting on the 8<sup>th</sup> July 2019.

7. A Member of the Council felt that there should be more transparency in the appointment process, and a discussion on the merits of the various possible approaches took place. Following the discussion, a vote was taken on the appointment of a panel of members to interview prospective councillors and make recommendations for co-option to the Full Council. The vote was 5 in favour and 1 against the appointment of the panel of members.
8. The Council **resolved** that candidates would be invited for interview by 4 panel members who would recommend successful candidates for Co-option to the Council at the Council meeting on the 8<sup>th</sup> July 2019.
9. The Council **resolved** that the Members of the Panel be Councillors Stephen Haymes, Michael Pickthall, Peter Dunkley and Tony Kendall.

#### **DECLARATIONS OF INTEREST**

10. Members were reminded to make any declarations of a personal and/or pecuniary interest that they may have in relation to items on the agenda. None were made.

#### **MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> MAY 2018**

11. The minutes of the meeting held on the 14<sup>th</sup> May 2018 were approved as a correct record and signed by the Chairman.

#### **APPOINTMENT OF COMMITTEES**

12. *Resolved* - It was agreed that Councillor Tony Kendall be appointed to the Allotments Committee.
13. *Resolved* - It was agreed that appointments to the Emergency & Resilience Committee be deferred until the July meeting of the Parish Council.
14. *Resolved* - It was agreed that Councillor Derek Ambler, Peter Dunkley, Tony Kendall, Doug Maw and Mrs Vicky Newman be appointed to the Planning Committee.
15. *Resolved* - It was agreed that Councillor Peter Dunkley and Michael Pickthall be appointed to the Playing Field Committee.
16. *Resolved* – It was resolved that the terms of reference for the above committees be left unchanged.
17. The Parish Council was asked to consider the setting up of a Staffing Committee to review the performance of its Staff (Clerk of the Council), an annual review of the remuneration payable, and the terms and conditions – it was suggested that up to three members be appointed to this Committee to include the Chairman of the Council.

18. *Resolved* - It was agreed that a Staffing Committee be created and that Councillors Stephen Haymes, Michael Pickthall and Peter Dunkley be appointed to the Committee.

#### **VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVES**

19. *Resolved* - That Councillors Derek Ambler, Tony Kendall and Michael Pickthall be appointed as the Council's three representatives on the Village Hall Management Committee for the ensuing year.

#### **REPRESENTATIVE ON JOINT WESTERN ARUN AREA COMMITTEE**

20. *Resolved* – That Councillor Michael Pickthall be appointed as the Council's representative on the Joint Western Arun Area Committee for the ensuing year.

#### **ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS**

21. *Resolved* - That Councillor Derek Ambler and Michael Pickthall be appointed as the Council's representatives on the Arun District Association of Local Councils for the ensuing year. These appointees would also be the Council's nominated representatives to attend the Annual General Meeting of the West Sussex Association of Local Councils (WSALC) Ltd.

#### **YAPTON, FORD & CLYMPING PLANNING ADVISORY GROUP**

22. *Resolved* - That Councillors Tony Kendall and Mrs Vicky Newman be appointed as the Council's representatives on the Yapton, Ford & Clymping Planning Advisory Group for the ensuing year. It was noted that the District Councillors for the Yapton Ward of the District Council are also appointed to this Advisory Group

#### **YAPTON NEIGHBOURHOOD PLAN STEERING GROUP**

23. *Resolved* – That Councillors Derek Ambler, Doug Maw and Mrs Vicky Newman be appointed as the Council's representatives on the Yapton Neighbourhood Plan Steering Group.

#### **FINANCE - AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

24. The Council noted that in connection with the audit arrangements for local councils, an Annual Return had to be completed by the Parish Council prior to submission for External Audit. The Council noted:
- (i) the report by the Internal Auditor (*copy attached to the minute book*) (audit completed by Rachel Hall of R S Hall & Co, Woodgate) which stated that there were no matters to be brought to the Council's attention;
  - (ii) an explanation of variances between 2017/18 and 2018/19 financial years and a bank reconciliation statement (*copy attached to the minutes*);
  - (iii) the Accounting Statements (*copy attached to the minutes*) and agreed that the statement be countersigned by the Chairman;
  - (iv) the Annual Governance Statement and agreed that it be signed by the Chairman of the Council on behalf of the members and the Clerk of the Council and Responsible Financial Officer (*copy attached to the minutes*).

## **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES**

25. *Resolved:* That the Delegation arrangements to Committees, Sub-Committees, Staff and Other Local Authorities as set out in the Standing Orders be noted by the Council.

## **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

26. *Resolved:* That no changes to the current Standing Orders as agreed by the Council be noted.
27. *Resolved:* The Council noted that the Clerk had reported to its previous meeting that a review had been completed and no changes had been recommended. The Clerk reported that he would submit updates to the Financial Regulations should NALC publish changes to the model Financial Regulations in the ensuing year.

## **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

28. *Resolved:* The Council noted that there are currently no such arrangements.

## **REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

29. *Resolved:* The Council noted the updated list of Assets in the Council's ownership as at 31<sup>st</sup> March 2019.

## **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

30. *Resolved:* The Council noted the current level of cover provided by the Council's Insurance Policy with Inspire as part of a three-year contract which was agreed in December 2018.

## **REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

31. *Resolved:* The Council agreed the following Subscriptions to Other Bodies:

National Association of Local Councils  
West Sussex Association of Local Councils  
Arun District Association of Local Councils  
Council for the Protection of Rural England  
Information Commissioner  
Society of Local Council Clerks (Clerk)

## **REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**

32. *Resolved:* The Council noted that a review of the approved Council's Complaints procedure was not due this year.

## **REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

33. *Resolved:* The Council's procedures for dealing with FOI requests and Data Protection matters are posted on the Council's website. The Council noted that new policies on Data Protection, Document Retention and Information Security for both Councillors and Staff were agreed by the Parish Council on the 12th March 2018 and no changes are required this year.

## **REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

34. *Resolved:* The Council noted that a new policy for dealing with the press/media was agreed by the Parish Council on the 12<sup>th</sup> March 2018, and that initial enquiries are dealt with by the Chairman or the Clerk of the Council. A review is not due this year.

## **DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL**

35. *Resolved:* The Council noted that Meetings of the Parish Council are generally held on the 2<sup>nd</sup> Monday in alternate months (commencing in January each year) in the Yapton and Ford Village Hall, Main Road, Yapton, commencing at 7.30pm or at the conclusion of the Planning Committee. The Planning Committee usually meets on the same day, commencing at 7pm.

The following dates apply to 2019/20:

July 8<sup>th</sup>

September 9<sup>th</sup>

November 11<sup>th</sup>

January 13<sup>th</sup>

March 9<sup>th</sup>

May 11<sup>th</sup> (Annual Meeting)

**DATE OF NEXT ANNUAL MEETING: 11<sup>TH</sup> MAY 2020**

The meeting closed at 7.42pm

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**CHAIRMAN**