



# Hordle Parish Council

*Serving the communities of Tiptoe, Hordle and Everton*

**Minutes of the Annual Parish Council Meeting on Tuesday 21<sup>st</sup> May 2024 at the Pavilion, Vaggs Lane, Hordle.**

Councillor Name		Councillor Name	
Maggie Hill (Chair)	P	Nigel Ferguson (Vice Chair)	
David Horne	P	Valerie James	P
Sue Knight	P	Sheila Nash	P
Carol Rook	P	Colleen Sambrook	P
Ben Sandford	P	Steve Vincent	P
Malcolm Warne Holland	P		

P = Present.

*In attendance: Sarah Pitt (Clerk and RFO), Hannah Izod (Deputy Clerk), District Cllr Hawkins, one Member of the Public.*

- 1. To elect the Chair of the Council and receive a declaration of office from the Chair.**  
Cllr Hill was nominated and voted unanimously as Chair of the Council. **Resolved unanimous.**
- 2. Apologies for absence.** County Cllr Carpenter, District Cllr Reid and Ward, Cllr Ferguson.
- 3. Declarations of interest in items on the agenda.** None.
- 4. To elect the Vice-Chair of the Council and receive a declaration of office from the Vice-Chair.**  
Cllr Ferguson was nominated and voted unanimously as Vice-Chair of the Council. **Resolved unanimous.**
- 5. Review of delegation arrangements to committees, sub committees, staff and other local Authorities.**  
Reviewed and approved. **Resolved unanimous.**
- 6. To approve the Scheme of Delegation Policy & Terms of Reference for Committees and Working Parties.**  
**All Approved Unanimous.**
- 7. To approve councillor membership of the following committees:**
  - a. Human Resource Committee,** Cllr Nash, Rook, Sandford and Warne Holland. **Approved Unanimous.**
  - b. Finance and Audit Committee,** Cllr Ferguson, Hill, Knight, Sandford and Vincent. **Approved Unanimous.**
- 8. To elect the Chair and Vice Chair of the following committees:**
  - a. Human Resource Committee** Cllr Rook was nominated and voted unanimously as Chair, Cllr Nash was nominated and voted as Vice Chair. **Resolved unanimous.**
  - b. Finance and Audit Committee** Cllr Ferguson was nominated and voted unanimously as Chair, Cllr Knight was nominated and voted as Vice Chair. **Resolved unanimous.**

9. **Review of representation on or work with external bodies and arrangements for reporting back.**  
Reviewed, Speedwatch has a vacancy and so will be left as vacant. **Resolved unanimous.**
10. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**  
Reviewed. **Resolved unanimous.**
11. **Review of council/staff subscription to other bodies.**  
The Parish Council's subscriptions to NALC, HALC, NFALC and the SLCC were reviewed and **resolved unanimous.**
12. **To review and adopt the Standing Orders and Financial Regulations.**  
Standing orders reviewed and approved. The Clerk explained that HALC recently brought out new Financial Regulations. However, they need a detailed review, so the Clerk proposed that the original Financial Regulations are adopted at this meeting and that the new ones will be reviewed by the Finance Committee at its June meeting and then come before full council afterwards for adoption. Current Financial Regulations were approved. Both **Resolved unanimous.**
13. **To review and adopt the Risk Assessment and Management policy.**  
Reviewed and **resolved unanimously.**
14. **Review of inventory of land and other assets including buildings and office equipment.**  
It was **noted** this had been reviewed and approved at the meeting on 19<sup>th</sup> March 2024 (Minute ref: 13).
15. **Confirmation of arrangements for insurance cover in respect of all insurable risks.**  
It was **noted** this had been reviewed and approved at the Finance Committee meeting on 10<sup>th</sup> October 2023 (Minute ref: 7) and full council on 17<sup>th</sup> October 2023 (Minute Ref 8 & 10).
16. **Review of the Council's complaints procedure; its policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.**  
It was **noted** that these policies had been reviewed and approved at the Council meeting as follows:
- a. **Complaints procedure** – 15<sup>th</sup> August 2023 (Minute Ref 9c)
  - b. **Freedom of information policy** – 15<sup>th</sup> August 2023 (Minute Ref 9a)
  - c. **Publication Schedule** – 15<sup>th</sup> August 2023 (Minute Ref 9d)
  - d. **GDPR policy** – 15<sup>th</sup> August 2023 (Minute Ref 9b)
  - e. **Habitual & vexatious complaints policy** – 20<sup>th</sup> February 2024 (Minute Ref 14b)
  - f. **Dealing with the press / media policy** – 17<sup>th</sup> October 2023 (Minute Ref 12.d)
17. **Review of the Council's employment policies and procedures.**  
The following policies have been approved at council meetings as follows:
- a. **Health & Safety, Home & Lone Working** – 17<sup>th</sup> October 2023 (Minute Ref 12.a).
  - b. **Dignity at Work** – 20<sup>th</sup> February 2024 (Minute Ref 14a).
18. **To reaffirm the Civility & Respect Pledge.** All councillors signed the pledge. **Resolved unanimous.**
19. **Review of the Council's the General Power of Competence.**  
It was **noted** that the Council was eligible to re-adopt the General Power of Competence for the term of this Council (Localism Act 2011 s1 (1)) and the re-adoption was **resolved unanimous.**

**20. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

It was **noted** that this was reviewed and agreed at the meeting 19<sup>th</sup> December 2023 (Minute Ref 12).

**The meeting closed at 7.09 pm.**

Signed..... Dated.....

DRAFT