



# Throop & Holdenhurst Village Council

c/o 20 Stour Walk,  
Bournemouth,  
Dorset  
BH8 0BZ.

## Full Council Agenda

**Thursday, 6<sup>th</sup> May 2021, 7.00pm**

You are summoned to attend a meeting of the **Throop and Holdenhurst Village Council** to be held by remote conferencing facilities on **Thursday, 6<sup>th</sup> of May 2021 at 7.00pm.**

### Membership:

Cllr T Blackmore  
Cllr N J Corcoran  
Cllr S R Fisher  
Cllr M J Waters

Cllr J-A Houldey  
Cllr L W Sabih  
Cllr B Storrs

Members of the public wishing to attend the meeting should use the link:

<https://zoom.us/j/98589153904?from=addon>

Meeting ID: 985 8915 3904

Passcode: 840584

The business to be transacted is set out overleaf.

Daniel Lucas. LLb(Hons).DipLaw.CiLCA.  
**Acting Village Clerk**

29 April 2021

# Agenda

**1. Election of Chairman**

To appoint a Chairman for the period up to the Annual meeting of the Council in May 2022. The duly elected Chairman will take and sign their declaration of office.

**2. Election of Vice Chairman**

To appoint a Vice Chairman for the period up to the Annual meeting of the Council in May 2022. The duly elected Vice Chairman will take and sign their declaration of office.

**3. Apologies for Absence**

To receive any apologies for absence

**4. Declarations of Acceptance of Office**

To receive Councillor declarations of acceptance of office.

Any Councillor not having duly signed the declaration will not hold the office of Councillor.

**5. Standing Orders, Financial Regulations and Code of Conduct**

To Follow

RECOMMENDATION:

That the Council resolve to:

- a) Adopt Standing Orders (including the scheme of delegation),
- b) Adopt Financial Regulations
- c) Adopt the Members' Code of Conduct

**6. Declarations of Interest**

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination or the appearance of bias.

**7. Name of Council**

To confirm the name of the Council as "Throop and Holdenhurst Village Council".

**8. Appointment of Acting Village Clerk and Responsible Financial Officer**

To confirm the appointment of Daniel Lucas as the Acting Village Clerk and to designate Daniel Lucas as the Proper Officer and Responsible Financial Officer to the Council.

RECOMMENDATION: That Members confirm the appointment as set out.

**9. Budget**

To approve the budget for the Council for the financial year 2021/2022.

RECOMMENDATION: That Members approve the budget for the financial year 2021/2022.

**10. Cheque signatories and Bank Mandate**

RECOMMENDATION: To appoint a minimum of four Members with authority to authorise payments and sign cheques. It is recommended that the Chair and Vice-Chair of the Council are appointed and that a minimum of two signatories are required to sign cheques and authorise payments.

**11. Local Government Pension Scheme**

To agree to apply for admitted body status in the Local Government Pension Scheme for employees of the Council.

RECOMMENDATION: That Members agree to apply for admitted body status in the Local Government Pension Scheme administered by Dorset County Pension Fund for employees of the Council.

**12. Members Allowances**

RECOMMENDATION: That Members resolve not to take an allowance in the financial year of 2021/2022 to minimise impact on Council budget during first year of operation.

**13. Meeting dates**

To confirm the attached meeting dates for the civic year of 2021/2022.

**14. General Power of Competency**

Section 1 of the Localism Act 2011 (“LA”) provides that a local authority has the power to do anything that individuals may generally do. “Local Authority” is defined in section 8 of the LA2011 and includes an “eligible” parish/town council.

The prescribed criteria which a local council is required to fulfil in order to become an eligible parish council are set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

To Follow

Appendix 1

It confirms that a local council is eligible to use the general power of competence if:- it has a qualified clerk; a minimum of two-thirds of the total number of councillors have been elected; and it has resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions.

“Qualified Clerk” means one who has attained one of: the Certificate in Local Council Administration; the Certificate of Higher Education in Local Policy; the Certificate of Higher Education in Local Council Administration; or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications and the clerk completed training on the General Power of Competence, unless such training was part of obtaining a qualification mentioned above.

It is RECOMMENDED that the Council RESOLVES that it meets the criteria as defined in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in having a qualified clerk and a minimum of two-thirds of its councillors have been elected and as a matter of law has the right to exercise the general power of competence as defined.

**15. Data Controller Registration with Information Commissioner’s Officer (“ICO”)**

Under the Data Protection (Charges and Information) Regulations 2018 an organisation that processes personal data needs to register and pay a fee with the ICO. The ICO fee calculator, calculates that as a public authority with 10 members of staff or fewer the fee is £40 for the year, or £35 if paying via direct debit.

RECOMMENDATION: That members delegate to the Acting Village Clerk to complete the registration process and to authorise the creation of a Direct Debit signed by 2 Members as appropriate.

**16. Insurance Provision**

It is RECOMMENDED that Members delegate to the Town Clerk in Consultation with the Chairman and Vice-Chairman to incept a policy for public liability insurance, employer liability insurance, buildings insurance and other liabilities and to report at the next cycle of Council the cover provided and cost.

**17. Acting Village Clerk Employment Contract**

**To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of the matter relating to living individuals.**

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

## APPENDIX 1

### Throop and Holdenhurst Village Council

#### Schedule of Meetings – 2021/2022

<b>Date 2021/22</b>	<b>Meeting – 7pm</b>
<b>Thursday 6 May 2021</b>	<b>Annual Council</b>
Wednesday, 16 June 2021	
Wednesday, 28 July 2021	
Wednesday, 8 September 2021	
Wednesday, 20 October 2021	
Wednesday, 1 December 2021	
Wednesday, 12 January 2022	
Wednesday, 23 February 2022	
Wednesday, 6 April 2022	
<b>Wednesday, 11 May 2022</b>	<b>Annual Council</b>