

THROOP AND HOLDENHURST VILLAGE COUNCIL
FULL COUNCIL

Minutes of the Meeting held on 6th May 2021 at 7.00pm via virtual conferencing facilities

Present: Cllr S R Fisher (Chair), Cllr. L W Sabih (Vice Chair), Cllr T Blackmore, Cllr N J Corcoran, Cllr J-A Houldey and Cllr M J Waters

Daniel Lucas, Acting Town Clerk & RFO

Also present, District Cllr L Northover

Apologies, None

1. Election of Chairman (001/21)

The Acting Village Clerk opened the meeting and welcomed those present and called upon a proposal for the nomination of a Chairman of Council.

It was proposed by Cllr Sabih that Cllr Fisher be considered for the office of Chairman of Council. Cllr Houldey seconded the proposition.

At this stage Members of the public expressed a vote. The Acting Village Clerk explained that as a newly constituted village Council only Council members can vote on Council business. It was also explained that the Council later in the Agenda shall be considering adopting Standing Orders which allowed for public participation through registering questions in advance of a meeting or asking to speak on an item on the Agenda.

RESOLVED: That Cllr Fisher be appointed to the office of Chairman for the year 2021/2022.

Voting: Unanimous

2. Election of Vice-Chairman (002/21)

The Chairman called for proposals for Vice-Chairman.

It was proposed by Cllr J-A Houldey that Cllr L W Sabih be considered for Vice-Chairman. Cllr N J Corcoran seconded the proposition.

RESOLVED: That Cllr Sabih be appointed to the office of Vice-Chairman for the year 2021/2022.

Voting: Unanimous.

3. Apologies for Absence (003/21)

There were no apologies on this occasion.

4. **Declarations of Acceptance of Office (004/21)**

The Chairman and Vice-Chairman had prepared Declarations of Acceptance of Office and the Acting Village Clerk read out the declaration to which the Chairman and Vice-Chairman accepted the offices for the forthcoming year. These were duly signed and dated and shown virtually to those present.

The Acting Village Clerk then read out the declarations for the remaining Councillors who each accepted office for the forthcoming year. These were duly signed and dated by each Councillor and shown virtually to those present.

The Chairman did not print and have available the acceptance of her office as Councillor, despite signing and accepting the office of Chairman. The Acting Village Clerk explained to Councillors and those present that a resolution needs to be passed by those Councillors present to allow Cllr S R Fisher to sign at the next occasion being a later meeting fixed by the Council pursuant to the Local Government Act 1972 section 83(4)(c).

It was proposed by Cllr N Corcoran to allow Cllr S Fisher to sign her acceptance of office at a later meeting fixed by the Council. Cllr T Blackmore seconded the proposition.

RESOLVED: That Cllr S R Fisher be permitted to sign her declaration of office as Councillor at the next available meeting fixed by Council.

5. **Standing Orders, Financial Regulations and Code of Conduct (005/21)**

The Acting Village Clerk submitted a brief report including drafts of Standing Orders, Financial Regulations, Code of Conduct and recommendations, copies of which had been circulated to each member, copies of which appear as Appendix 'A' to these Minutes in the Minute Book. The Acting Village Clerk explained how each document works.

It was proposed by Cllr J-A Houldey that the Standing Orders be adopted as drafted. The proposition was seconded by Cllr N Corcoran.

RESOLVED: That the Standing Orders be adopted as drafted.

Voting: Unanimous

It was proposed by Cllr T Blackmore that the Financial Regulations be adopted as drafted. The proposition was seconded by Vice-Chairman Cllr L Sabih.

RESOLVED: That the Financial Regulations be adopted as drafted.

Voting: Unanimous

It was proposed by Cllr B Storrs that the Code of Conduct be adopted as drafted. The proposition was seconded by Vice-Chairman Cllr L Sabih.

RESOLVED: That the Code of Conduct be adopted as drafted.

Voting: Unanimous

6. **Declarations of Interest (006/21)**

There were no declarations of interest declared on this occasion.

7. **Name of Council (007/21)**

The Acting Village Clerk explained that the right to change the name of the Council existed in law. The issue was raised given that the logo presents "Throop and Holdenhurst Village" and "Parish Council" two different styles.

The Acting Village Clerk explained that the former parish of Holdenhurst village is now named "Throop and Holdenhurst village" and that the Council is named and styled "Throop and Holdenhurst Village Council". These changes coming into effect on the 1st April 2021 pursuant to the Bournemouth, Christchurch and Poole Council (Reorganisation of Community Governance Throop and Holdenhurst) Order 2021 paragraph 1(2). The Acting Village Clerk recommended that the name stay the same as per the Order, being "Throop and Holdenhurst Village Council".

Cllr J-A Houldey asked the question concerning the procedure for name changing and the Acting Village Clerk explained that there was a process in law and that if this needed to be re-visit Members can at any stage resolve to change the Council name.

It was proposed by Cllr T Blackmore to adopt the name provided by the Order "Throop and Holdenhurst Village Council". This was seconded by Cllr N Corcoran.

RESOLVED that the Council adopts the name "Throop and Holdenhurst Village Council".

Voting: Unanimous.

8. **Appointment of Acting Village Clerk and Responsible Financial Officer (008/21)**

The Acting Village Clerk explained that the Council needed to appoint an Officer to fill the statutory roles of "Proper Officer" and "Responsible Financial Officer". The Acting Village Clerk explained the position and the consent from his current employer to assist for a maximum of 6 months.

It was proposed by Cllr M Waters and seconded by Cllr B Storrs that Daniel Lucas LLb(Hons), DipLaw, CiLCA be appointed as Acting Village Clerk.

RESOLVED that Daniel Lucas LLb(Hons), DipLaw, CiLCA be appointed as Acting Village Clerk and Responsible Financial Officer for a period of 6 months.

Voting: Unanimous.

9. **Council Budget (009/21)**

The Acting Village Clerk introduced the budget to Councillors and the public present. A copy of the budget had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Cllr M Waters explained the budget process and how this was arrived at in consultation with BCP Officers when the Council existed in the 'shadow' period before the elections. The three principles informing the budget being funding the agreed priorities for year 1, to ensure sufficient balances for unforeseen expenditure and emergencies and the desire to keep the precept as low as possible.

The Chairman expressed her sincere thanks to Cllr M Waters for all the hard work and time spent in working with the BCP Officers and shadow Members in arriving at a sound budget. The Chairman conveyed her personal thanks and that this be noted for the minutes.

It was proposed by Vice-Chairman Cllr L Sabih that the budget as set-out be adopted. The proposition was seconded by Cllr N Corcoran.

RESOLVED that the budget of £11,420 for the annual year of 2021/2022 be adopted and that the precept of £34.93 per Band D property be adopted.

Voting: Unanimous.

10. **Cheque Signatories and Bank Mandate (010/21)**

The Acting Village Clerk explained now that the Council had adopted Financial Regulations it would serve to change the Bank account mandate

so that 4 different Councillors were signatories and that 2 of those signatories should be the Chairman and Vice-Chairman.

It was proposed by Cllr J-A Houldey that the following should be signatories and the mandate adjusted accordingly:

Chairman: Cllr S Fisher; Vice-Chairman: Cllr L Sabih; Cllr N Corcoran and Cllr M Waters.

The proposition was seconded by Cllr T Blackmore.

RESOLVED: That the bank mandate be changed to reflect the following signatories to authorise payments and counter-sign cheques: Chairman: Cllr S Fisher; Vice-Chairman: Cllr L Sabih; Cllr N Corcoran and Cllr M Waters.

Voting: Unanimous.

11. **Local Government Pension Scheme (011/21)**

The Acting Village Clerk explained that as an employer and as a matter of law the Council has to register with the Pensions Regulator and provide a pension to an eligible jobholder. It was highlighted that The Dorset County Pension Fund administers the Local Government Pension Scheme ("LGPS") and it was recommended that the Dorset County Pension Fund be notified of the Village Council's desire and wish to join the LGPS pension fund.

It was proposed by Cllr M Waters and seconded by Cllr N Corcoran that the recommendation be adopted.

RESOLVED: That the village Council notifies the Dorset County Pension Fund being the administrators of the Local Government Pensions Scheme that it wishes the Fund to administer pension provision for employees of the Village Council from the date of 6th May 2021.

Voting: Unanimous.

12. **Members' Allowances (012/21)**

The Acting Village Clerk explained that Councillors are entitled to take an allowance as a matter of law. However, the Acting Village Clerk recommended that for the first year of operation Councillors may wish to consider this carefully, given that the budget did not provide a budget-line for allowances.

It was proposed by Cllr J-A Houldey that Councillors should NOT claim an allowance for the year 2021-2022. The proposition was seconded by Cllr M Waters.

RESOLVED: That Members do not draw an allowance for the year 2021/2022.

13. **Meeting Dates (013/21)**

The Acting Village Clerk introduced the Meeting Dates calendar to Councillors and the public present. A copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Cllr M Waters queried that the Annual Parish Meeting was not present in the calendar.

The Acting Village Clerk explained that he was unaware of the intention of Council to perhaps consider convening the Annual Parish Meeting and that the Council was only setting out its calendar for the year. He also explained that Council may convene the Annual Parish Meeting although it was under no legal obligation to do so. The Acting Village Clerk stated that he would advise on the timing of the Annual Parish Meeting in consultation with the Chairman if Members wished to convene the meeting.

It was proposed by Cllr N Corcoran that the following Meeting dates be confirmed by the Council:

Date 2021/22	Meeting – 7pm
Thursday 6 May 2021	Annual Council
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	
Wednesday, 11 May 2022	Annual Council

The proposition was seconded by Cllr T Blackmore.

RESOLVED: The meeting dates as set-out in the Agenda papers be agreed.

Voting: Unanimous.

14. **General Power of Competency (014/21)**

The Acting Village Clerk explained the provisions in law relating to declaring the ability to use the General Power of Competence under sections 1 and 8 of the Localism Act 2011 and that the conditions as set-out in the in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 had been met in that the Village Council had all of its Members elected (minimum of two-thirds required) and that it had a “qualified clerk”.

It was proposed by Vice-Chairman Cllr L Sabih to declare that the Council can avail itself of the General Power of Competence in law. This was seconded by Cllr N Corcoran.

RESOLVED: That Throop and Holdenhurst Village Council having met the requirements in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and being desirous of using the power DECLARE that it can exercise the General Power of Competence pursuant to the Localism Act 2011.

Voting: Unanimous.

15. **Data Controller Registration with Information Commissioner’s Officer (“ICO”) (015/21)**

The Acting Village Clerk explained that 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.

It was proposed by Cllr M Waters that it be delegated to the Acting Village Clerk to set-up a Direct Debit to pay the annual fee; this was seconded by Cllr B Storrs.

RESOLVED: That it be delegated to the Acting Village Clerk to register with the Information Commissioner’s Office and that a Direct Debit mandate be set-up to pay the Annual Fee.

Voting: Unanimous.

16. **Insurance Provision (016/21)**

The Acting Village Clerk explained that as an employer, landlord and in control of public spaces the Council needed insurance provision. This was to

include public liability insurance, employer liability insurance, buildings insurance and other liabilities. It was recommended that this be delegated to the Acting Village Clerk and to report at the next cycle of Council.

Cllr Waters explained that some progress had been made on this however, the allotment building did not have a current valuation and that this was required so that the insurers can underwrite the policy; nevertheless, a company had been approached and talks were progressing.

Cllr Waters then proposed that this be delegated to the Acting Village Clerk as recommended; Cllr N Corcoran seconded the proposition.

RESOLVED: That the matter be delegated to the Acting Village Clerk in consultation with the Chairman and Vice-Chairman to incept a policy to provide cover 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.

Voting: Unanimous.

17. **Acting Village Clerk Employment Contract (017/21)**

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.

It was proposed by Cllr T Blackmore to pass the resolution above to move to exempt session. This was seconded by Cllr N Corcoran.

RESOLVED: That the Council pass the 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.

Voting: Unanimous.

The meeting ended (including exempt session) at 9pm

Signed by

Chairman