

Throop and Holdenhurst Village Council
FULL COUNCIL MINUTES

11th May 2022 – 7:00pm

Village Hall, Holdenhurst Village Road, Dorset BH8 0EE

Present: Cllr S R Fisher (Chair), Cllr T Blackmore, Cllr N J Corcoran, Cllr J-A Houldey, Cllr P Hall and Cllr M J Waters

P Biles (Clerk)

Public attendance- 10

1. Apologies for Absence (136/21)

Apologies received from Cllr L W Sabih

2. To elect a Chairman and receive Chairmans Declaration of Acceptance of Office (137/22)

Cllr SR Fisher announced her expression of interest in retaining the position of Chair for a further year. It was proposed by Cllr J-A Houldey that Cllr SR Fisher be considered for the office of Chairman of Council, Cllr N J Corcoran seconded the proposal, there were no further proposals for the role of Chairman.

Voting- Unanimous.

Resolved-That Cllr S R Fisher to be appointed to the office of Chairman for the year 2022-23.

3. To elect a Vice Chairman (138/22)

The Clerk called for expressions of interest for the position of Vice-Chairman.

Cllr L W Sabih had expressed his interest in the position prior to the meeting. Cllr N J Corcoran and Cllr M J Waters also expressed their interest.

The voting was drawn between Cllr N J Corcoran and Cllr M J Waters and further discussions held when Cllr M J Waters withdrew his interest.

Resolved- That Cllr N J Corcoran to be appointed to the office of Vice-Chairman for the year 2022-23.

4. Cllr P Hall to sign his acceptance of office(139/22)

Cllr P Hall signed his acceptance of office in front of the proper officer following a resolution of council held on the 6th April 2022 , minute number (128/22), where permission was given in line with the local government act 1972 section 83(4).

5. Minutes of the meeting held on 6th April 2022 (140/22))

Minutes agreed - not unanimous. Minutes were signed and each page initialled by Chair.

Throop and Holdenhurst Village Council

6. Public participation/questions (141/22)

No public questions submitted. The Chair explained the process to encourage future questions.

7. Announcements (142/22)

The Chair announced that the leaflets had been delivered to all properties in the Parish.

The Jubilee Celebrations will take place on Holdenhurst Village Green- Friday 3rd June at 2.00pm and Throop (Throop Mill Cottage Garden- Sunday 5th June at 3.00pm.

The Queens Jubilee Tree will be planted on the 18th May 2022 at 10.15am at the Village Green in Holdenhurst, the second Queens Jubilee Tree will be planted around October at the Duck Pond Green in Throop, this will be publicised closer to the event.

SANG Name- So far, the Clerk has received 3 nominations for the name of the SANG – all preferred ‘ Stour Valley Water Meadows’. A further suggestion was for the ‘ Jon Egging Water Meadows’.

Further updates to follow as the leaflets, where the request for feedback on the name was asked, had only recently been distributed.

8. Declarations of interest (143/22)

No declarations of interests declared.

9. Councillors to review and adopt THVC Standing Orders (144/22)

After discussions. the recommendation was changed to ‘On the Clerks recommendation, Councillors to resolve to adopt THVC Standing Orders’.

Resolved to adopt the Standing orders for the year 2022-3.

Vote Unanimous

10. Councillors to review and adopt THVC Code of Conduct (145/22)

After discussions. the recommendation was changed to ‘On the Clerks recommendation, Councillors to resolve to adopt THVC Code of Conduct’.

Resolved to adopt the Code of Conduct for the year 2022-3.

Vote Unanimous

11. Councillors to review and adopt THVC Social Media and Online Presence Policy (146/22)

After discussions. the recommendation was changed to ‘On the Clerks recommendation, Councillors to resolve to adopt THVC Social Media and Online Presence Policy’.

Resolved to adopt the Social Media and Online Presence Policy for the year 2022-3.

Vote Unanimous

Throop and Holdenhurst Village Council

12. Councillors to review and adopt THVC Financial Regulations (147/22)

After discussions, the recommendation was changed to 'On the Clerks recommendation, Councillors to resolve to adopt THVC Financial Regulations'.

Resolved to adopt the Financial Regulations for the year 2022-3.

Vote Unanimous

13. Councillors to review and approve the Updated Asset Register for 2022/23 (148/22)

Council resolved to adopt the Asset Register for the year 2022-3.

Vote Unanimous

14. Councillors to determine dates, time and place of meetings of the Council for ensuing year and publicise (149/22)

After discussions, regarding concerns about the reduction of Full Council Meetings to six per annum, with the possibility of Extraordinary Meetings should they be needed because the period between each meeting might be too long. It was agreed to monitor this year and review again next year.

Proposed by Cllr P Hall, Seconded by Cllr N J Corcoran. Agreed 5-1

Council resolved to the following meeting dates for the year 2022-23.

Full Council Meeting Dates 2022-23

Wednesday 20th July 2022 at 7.00 PM

Wednesday 21st September 2022 at 7.00 PM

Wednesday 23rd November 2022 at 7.00 PM

Wednesday 18th January 2023 at 7.00 PM

Wednesday 22nd March 2023 at 7.00 PM

Wednesday 24th May 2023 at 7.00 PM

The Annual Parish Meeting Date to be held between 1st March and 1st June (inclusive) 2023- Date to be arranged and publicised.

15. Councillors to review banking arrangements and resolve to confirm ongoing authority for the existing two authorised Bank Signatories and appoint one further authorised Bank Signatory (150/22)

Councillors agreed that it made financial sense.

Council resolved to agree to add Cllr N J Corcoran as the third authorised bank signatory.

Throop and Holdenhurst Village Council

16. Councillors to consider resolving to change the official address of the Council to the Clerks current address, publicise and inform interested parties (151/22)

The Chair thanked Cllr M J Waters for allow the Council to use his address as the Councils official address and agreed it is the right time, at the start of a new Council year, that the official address should be at the Clerk's residence.

Proposed by Cllr J-A Houldey, Seconded by Cllr N J Corcoran. Vote Unanimous.

Council resolved that the new Official Address is-

22 the Grove, Moordown, Bournemouth, Dorset, BH9 2TR.

17. Risk Assessment- Councillors to review and resolve to accept as an accurate working document (152/22)

It was noted that the document is more than a financial risk assessment, as in its title- to be amended, and that the document is to be regularly reviewed.

It was agreed to adopt the risk assessment as a working document.

18. Internal Audit/AGAR – Receive and note auditors detailed report and agree any required action (153/22)

18.1 Annual Governance Statement – it was noted that auditors page of the AGAR is signed by the auditor.

18.2 The Clerk read through recommendations on the auditor's report, this included –

1-The Chair signing the minutes and initialling each page of the minutes.

2-Claiming back VAT

3-The fact that the Council can continue with the War Memorial fundraising (Due to the General Power of Competence being in place for this project due to the previous Clerk initiating it)

4-The Risk Assessment

5-Budget Approval to be conducted in an Open Council Meeting

6-The Clerks Contract and 'Working from Home' Allowance

7-SLCC Membership (It was also noted at this point about also joining the NALC and The Clerks training programme and Annual appraisal)

8-Councillors to check , in rotation , the bank reconciliation back to the third-party statement.

9-That the Council cannot be exempt from External Auditing in the first 3 years of the Councils existence and that the cost of the audits should be budgeted.

10-The good practice that no Blank areas are left on their Disclosable Pecuniary Interest(DPI) forms and their DPI forms should be regularly checked to ensure they are updated and correct.

Council agreed with the findings and to address the areas highlighted -in the audit.

18.3 Approve Section 1 of the AGAR - the Governance Statements- this was signed, by the Chair, in front of Council.

Throop and Holdenhurst Village Council

18.4 Approve Section 2 of the AGAR - the Accounting Statement- The Clerk read out the Financial figures from the AGAR form(previously signed by the Clerk) and was duly signed by the Chair in front of Council

18.5 It was noted that the council is not eligible for exemption as the Council is under 3 years old.

18.6 Electors' Rights –the dates of the *Exercise of Public Rights as 13th June 2022 to 22nd July 2022* were agreed and will be publicised accordingly.

19. Matters Arising from previous meeting (154/22)

The Clerk announced that the next meeting between THVC and BCP regarding the schedule of works in the SANG is the 21st June 2022 at 2.00pm. Some discussions were had around how these meetings were arranged and that some clarification was required.

After further discussion the Council resolved to create a working group to attend the BCP meetings regarding the SANG, and report back to the Council on any matters requiring a decision. Members of the working party can change as necessary.

Proposed by Cllr T Blackmore, Seconded by Cllr N J Corcoran

Vote - Unanimous

20. Clerk's Report - VAT Claim back (155/22)

This item was previously discussed within the Auditors section (153/22) and the Clerk will be claiming back VAT paid by the Council as required.

21. War Memorial update and associated items (156/22)

The Clerk read out the report and the following proposals were considered,

Consider the actions/approach outline in the report and delegate authority to the Clerk to-

1. Promote the war memorial fund, and publicise progress of fund, in newsletters, written correspondence, on the website and verbally.
2. For fundraising purposes to purchase the Website Gateway and sign up to Stripe
3. That authorised councillors to periodically check the bank reconciliation and bank transactions

The Chair requested that the three proposals above were split out in order for Councillors to consider each separately. The Council agreed that:

1. THVC should continue to promote the war memorial fund, and publicise progress of fund, in newsletters, written correspondence, on the website and verbally.
2. The purchase cost of the Website Gateway was considered too expensive for the needs of the Council and was dismissed. Voting was unanimous.
3. Authorised councillors to periodically check the bank reconciliation and bank transactions.

22. Allotment Update (157/22)

The Clerk talked through the letter received from BCP regarding the allotment lease and the fact that no financial help with the lease would be forthcoming from BCP.

The Clerk announced that, coincidentally, the allotments and the lease, were discussed at the quarterly Clerks meeting, Chaired by Jess Gibbons, Chief Operating Officer BCP and she recommended that a meeting should be arranged between Sue Bessant and Ed Alexander (BCP) and THVC to discuss the leasing issues.

It was agreed that the Clerk pursues the opportunity of meeting with the relevant people regarding the allotments.

23. Jubilee Trees Update (158/22)

The Clerk announced that the Queens Jubilee Tree will be planted on the 18th May 2022 at the Village Green in Holdenhurst- All welcome.

24. Neighbourhood Plan- Councillors to resolve to form a working party to initiate a process to create a Parish Neighbourhood plan with regular feedback reports to Council on progress (159/22)

Due to the auditor's advice of employing a consultant to progress a neighbourhood plan, as other parish/town councils have done, it was decided to postpone the proposal of forming a working party and instructed the clerk to investigate funding availability to cover the costs of retaining a consultant and to report back to Council.

Meeting closed at 8.47 pm.

Signed.....