

Hartpury Parish Council

Minutes of the Annual Meeting of Hartpury Parish Council held on Monday 20th May 2019 at 7.30pm at Hartpury Village Hall

Present: Cllr Alastair McGhee, Cllr R Gregory, Cllr M Clarke, Cllr Sylvia Gibbs, Cllr Dave Zeal.
District Cllr P Burford, District Cllr B Lewis, County Cllr Brian Robinson.

The meeting was chaired by Alastair McGhee and the minutes were taken by the Clerk

No members of the public were present.

1. Apologies
No apologies were received.
2. Election of Chair
Cllr R Gregory proposed Cllr A. McGhee, who was prepared to stand again, this was seconded by Cllr D Zeal. In the absence of any further nominations, Cllr A. McGhee was elected unopposed and the Declaration of Acceptance of Office was signed.
3. Election Vice-Chair
Cllr M Clarke proposed Cllr R. Gregory, who was prepared to stand, this was seconded by Cllr D Zeal. In the absence of any further nominations, Cllr R. Gregory was elected unopposed and the Declaration of Acceptance of Office was signed.
4. Declaration of Acceptance
The Councillors Declarations of Acceptance of Office were signed by the Councillors in the presence of the Proper Officer to the Council.
5. Code of Conduct
It was resolved to adopt the Code of Conduct for Councillors, with no amendments. Acceptance of the Code is signed within the Declaration of Acceptance of Office
6. Standing Orders and Financial Regulations
The Standing Orders and the Financial Regulations were reviewed, it was proposed by Cllr M Clarke and seconded by Cllr D Zeal that these are accepted, all Councillors present were in agreement and it was resolved to accept them with no amendments.
7. Committee Arrangements
There are currently no advisory sub committees in place.
8. Existing Committees
There are currently no advisory sub committees in place.
9. New Committees
It was resolved to put a Staffing and Safety Advisory sub-committee in place, it was resolved to appoint Cllrs A McGhee, R Gregory and D Zeal to the Staffing and Safety Advisory Sub-Committee

Committee	Members
Staffing and Safety Advisory	Cllr A McGhee, Cllr R Gregory, Cllr D Zeal
Standards Advisory	Any 3 Councillors

10. External bodies
It was resolved that the Council will be represented as follows for 2019/20:

External Body	Representative
Village Hall representative	Cllr A McGhee

11. Asset inventory

It was proposed by Cllr M Clarke and seconded by Cllr S Gibbs that the Asset Inventory was accepted, this was agreed by all Cllrs present and it was resolved to accept the inventory of land and assets with no changes, it was noted that this was altered previously to amend the values for community assets as recommended by JPAG guidelines and the Internal Auditor.

12. Risk Assessment

The Risk Management controls were reviewed, and it was proposed by Cllr M Clarke and seconded by Cllr R Gregory that these were accepted, this was agreed by all Cllrs present and it was resolved to accept them without change.

13. Insurance Cover

It was noted that insurance cover is in place, the insurance cover will be considered in September 2019 and quotes will be sought nearer the time.

14. Memberships

No Councillors or employees currently belong to any professional bodies.

15. Complaints, FOI/DPA and Press/Media Procedures

It was proposed by Cllr M Clarke and seconded by Cllr D Zeal that the Complaints, FOI/DPA and Press/Media procedures be accepted, this was agreed by all Councillors present and the following resolutions were made.

It was resolved to accept the Council's complaint procedure with no amendments.

It was resolved to accept the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 with no amendments, it was noted that these were previously amended to take into consideration the new GDPR regulations.

It was resolved to accept the Council's proposed procedure for dealing with the press and media with no amendments.

16. Questions from members of the public

There were no members of the public present

17. Other Items for discussion only

There were no other items.

This concluded the business of the meeting and it was declared closed at 7.52pm