

# SHEDFIELD PARISH COUNCIL

*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

## MINUTES OF THE ANNUAL GENERAL MEETING AT SHEDFIELD SPORTS PAVILION 7.15 P.M. MONDAY 13 MAY 2019

followed by the Annual General Meeting of the  
Shedfield Recreation Ground Charity  
and Shirrell Heath Recreation Ground and Allotment Gardens Charity

### Present:

Parish Councillors: Margo Berry  
Jim Coleman  
Jeff Crate  
Kevin Dye (Item 28/19 & 29/19 only)  
Stuart Jones  
Arthur Reading  
Maria Robbie  
Cathy Roberts  
Linda Warren  
Clerk: Mandy Cooksley  
RFO: Clare Hinton  
Public: 4 (including District Councillor Roger Bentote)

28/19 **Apologies for absence.** Councillor Margaret Jones.  
Apologies had also been received from HCC Councillor Roger Huxstep, District Councillors Vivian Achwal, Jonathan Fern and Linda Gemmell.

29/19 **To elect a Chairman.** Councillor Kevin Dye reported that he was resigning as a Councillor with immediate effect, for personal reasons, and thanked all Councillors for their support over the years he had served as a member of Council. After much discussion and in order to complete the business of the meeting, Councillor Jim Coleman was proposed by Councillor Maria Robbie and seconded by Councillor Margo Berry and unanimously voted to act as temporary Chairman until all Councillors had been given time to consider taking on the role. An Extraordinary General Meeting will be held at 6.45 p.m. Monday 3 June to elect a new Chairman. Councillor Coleman thanked Councillor Dye for his work over the years, the sentiments of which were echoed by all Parish Councillors.

30/19 **Delivery by the Chair of the Declaration of Acceptance of Office.** This was signed and dated at the meeting by Councillor Coleman and countersigned by the Clerk.

31/19 **To elect a Vice Chairman.** Election of the Vice Chairman was deferred; to be discussed at the Extraordinary Meeting on Monday 3 June 2019, after election of the Chairman.

32/19 **Registers of Interest/Declarations of Interest.** Councillor Jeff Crate declared his interest as an allotment holder; Councillor Arthur Reading declared his interest as a member of the Village Hall Committee.

33/19 **Parish Councillor vacancies/Co-Option.** Two members were co-opted onto Council:  
Caroline Francis-Goulds – unanimously co-opted for Waltham Chase Ward.  
Jane Warwick – unanimously co-opted for Shedfield/Shirrell Heath Ward.

34/19 **To confirm the Minutes of the Meeting of Full Council held Monday 8 April 2019.** The Minutes were accepted as a true record of the meeting and signed and dated by the Chair as correct.

35/19 **Terms of References for existing Committees (TORs).** It was confirmed that the TORs for all Committees are reviewed throughout the year, as necessary. It was resolved to adopt the current Terms of Reference for all Committees.

36/19 **Appointment of Members to existing Committees.**

Committee	Members
Cemetery & Common	Margo Berry, Jim Coleman, Jeff Crate, Stuart Jones, Maria Robbie, Cathy Roberts, Linda Warren, Jane Warwick
Finance & Administration	Margo Berry, Jim Coleman, Caroline Francis-Goulds, Stuart Jones, Arthur Reading, Maria Robbie, Cathy Roberts
Open Space	Margo Berry, Jim Coleman, Jeff Crate, Margaret Jones, Stuart Jones, Maria Robbie, Linda Warren, Jane Warwick
Personnel & Procedures	Margo Berry, Jim Coleman, Stuart Jones, Arthur Reading, Cathy Roberts
Planning	Jim Coleman, Jeff Crate, Caroline Francis-Goulds, Margaret Jones, Stuart Jones, Arthur Reading, Maria Robbie

37/19 **Appointment of any new Committees.** None required.

38/19 **Adoption of Standing Orders.** It was resolved to adopt Standing Orders with effect from 13 May 2019.

39/19 **Adoption of Financial Regulations.** It was resolved to adopt Financial Regulations with effect from 13 May 2019.

40/19 **Financial Matters:**

- a. Annual Return.
  - i. *To approve Section 1 of the Annual Governance Statement 2018/2019.* All present resolved that the conditions in the Annual Governance Statement had been met. The statement was signed by the Chair and the Clerk and dated 13 May 2019.
  - ii. *To review and approve Section 2 the Accounting Statements for the year ended 31 March 2019.* All present resolved that the figures presented were correct. The Accounting Statements for 2018/2019 were therefore signed by the Chair and RFO and dated 13 May 2019. All present resolved that the consolidated balance sheet and income and expenditure correctly reflected the accounting statements for year ending 31 March 2019 and were signed by the Chair and RFO and dated 13 May 2019.
- b. Internal Auditor Report. The final report letter dated 7 May 2019 had been received and distributed prior to the meeting, the content of which had been noted. All agreed this was an excellent report and thanks were given to the RFO for her clarity and accuracy to all aspects of finance.
- c. To confirm payments as per approvals list. All present resolved to the accuracy of the approvals list and agreed to the value of £25,034.05.
- d. To confirm cheque signatories. Cheque signatories were confirmed as Councillors Jim Coleman, Stuart Jones and Maria Robbie. A fourth signatory was deferred until a new Chair is elected at the Extraordinary General Meeting 3 June 2019.
- e. To confirm Standing Order payments. It was noted that no Standing Order payments are in place; all banking conducted online.

41/19 **Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.** Nothing to report/review.

**42/19 Review of representation on or work with external bodies and arrangements for reporting back:**

Parish Policing Partnership - Councillor Stuart Jones  
Rights of Way - Councillor Jim Coleman  
St John the Baptist School 'Governor Liaison' - Councillor Arthur Reading  
Swanmore College - Councillor Margo Berry  
Transport - Councillor Margo Berry  
Waltham Chase Village Hall - Councillor Arthur Reading  
Trust 2000 - Councillor Margo Berry  
Droxford and District Relief in Need Charities - Councillor Margaret Jones  
Shirrell Heath Allotments - Councillor Jeff Crate

**43/19 Review of inventory of land and assets including buildings and office equipment.** It was noted that this had been reviewed by each Committee and noted at Full Council 8 April 2019. No discrepancies were raised.

**44/19 Review and confirmation of arrangements for insurance cover in respect of all insured risks.** It is noted that the Council's current Employers' Liability and Public/Products Liability Insurance is with AXA via Came & Company, with a renewal date of 1 October 2019. The long-term agreement expires 30 September 2021.

**45/19 Review of the Council's and/or employees' memberships of other bodies.** Membership was confirmed for HALC, NALC, CPRE, Hampshire Playing Fields Association and Parish Online.

**46/19 Date of the next meeting of Full Council:**

6.45 p.m. Monday 3 June 2019 – Extraordinary General Meeting of Full Council  
7.15 p.m. Monday 12 August 2019 – Full Council Meeting

*With no further business to be transacted the Chair declared this meeting closed at 8.09 p.m.*

# SHEDFIELD PARISH COUNCIL

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*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

## MINUTES OF THE ANNUAL GENERAL MEETING OF THE SHEDFIELD RECREATION GROUND CHARITY MONDAY 13 MAY 2019

47/19 **To elect a Chairman and Vice Chairman.** The Chair of the Parish Council is also Chair of this Charity, as is the Vice Chair of Council. Councillor Jim Coleman is therefore Chair temporarily until the Extraordinary General Meeting 6.45 p.m. Monday 3 June to elect a new Chairman. Vice Chair of Council and therefore this Charity deferred until the aforementioned Extraordinary General Meeting.

48/19 **To confirm Annual Accounts:**

- a. Income and Expenditure for the year ended 31 March 2019. All present resolved that the figures presented were correct and therefore signed by the Chair and RFO and dated 13 May 2019.
- b. Consolidated balance sheet for year ended 31 March 2019. All present resolved that the figures presented were correct and therefore signed by the Chair and RFO and dated 13 May 2019.

49/19 **To confirm payments as per approvals list.** All present resolved to the accuracy of the approvals list, to the value of £3,416.69.

*With no further business to be transacted the Chair declared this meeting closed at 8.12 p.m.*

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*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

## MINUTES OF THE ANNUAL GENERAL MEETING OF THE SHIRRELL HEATH RECREATION GROUND & ALLOTMENT GARDENS CHARITY MONDAY 13 MAY 2019

50/19 **To elect a Chairman and Vice Chairman.** The Chair of the Parish Council is also Chair of this Charity, as is the Vice Chair of Council. Councillor Jim Coleman is therefore Chair temporarily until the Extraordinary General Meeting 6.45 p.m. Monday 3 June to elect a new Chairman. Vice Chair of Council and therefore this Charity deferred until the aforementioned Extraordinary General Meeting.

51/19 **To confirm Annual Accounts:**

- a. Income and Expenditure for the year ended 31 March 2019. All present resolved that the figures presented were correct and therefore signed by the Chair and RFO and dated 13 May 2019.
- b. Consolidated balance sheet for year ended 31 March 2019. All present resolved that the figures presented were correct and therefore signed by the Chair and RFO and dated 13 May 2019.

52/19 **To confirm payments as per approvals list.** All present resolved to the accuracy of the approvals list, to the value of £608.09.

*With no further business to be transacted the Chair declared this meeting closed at 8.14 p.m.*