



East Tisted Parish Council

Agenda for the Annual General Meeting of East Tisted Parish Council to be held on Wednesday 23rd May 2018 at 6.30pm in the Village Hall

Summoned: David Bowtell (Councillor)
Phil Cutts (Councillor)
Helen Evison (Councillor & Clerk)
Sandra Nichols (Councillor)
Sir James Scott (Chairman)

By Invitation: Charles Louisson (District Councillor)
Matthew Sheppard & Ian Dugdale (Hampshire Constabulary)
Larry Johnson (Neighbourhood Watch, Village Hall & website)
Russell Oppenheimer (County Councillor)

Members of the public are welcome to attend and may ask the Council questions, make a statement or present a petition. **Anyone who so wishes is requested to give advance notice to the Clerk, if specific answers are required, so that appropriate papers are available.**

The period of time designated for public participation shall not exceed 15 minutes with each member of the public speaking once only and for a maximum of 2 minutes. Any question asked shall not require a response or debate unless that item is already on the agenda.

1. Nomination and election of Chairman and Vice-Chairman for 2018/19

- Members to propose, second and formally vote in a Chairman for 2018/19.
- Members to propose, second and formally vote in a Vice-Chairman for 2018/19.

2. Apologies and welcome.

Members to receive apologies, welcome and remind those present to please sign the Attendance Sheet.

3. Declaration of interests.

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, Councillors may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room or chamber when the meeting discusses and votes on the matter.

4. Public forum

- a. Members of the public who wish to speak will now be asked to do so.
- b. It is proposed that updates on the following will be made at the Village Annual Meeting which follows this meeting but for those unable to stay updates will now be received from:
 - Russell Oppenheimer (County Councillor)
 - Charles Louisson (District Councillor)
 - Jonathan Moore (Communities Against Noise and Speed)
 - Matt Sheppard & Ian Dugdale (Hampshire Constabulary)
 - Larry Johnson (Neighbourhood Watch, Village Hall & website)



East Tisted Parish Council

The Chairman will now close the meeting for public participation.

5. Minutes of the previous meeting and matters arising.

Members to receive the minutes of the meeting held on 20th March 2018 and agree for the Chairman to sign them as an accurate record.

6. Facilities – Defibrillator

- Update from Cllr Cutts. (Installation, volunteers for weekly and monthly checks, agreement with Bowtells, training)
- Members to authorise purchase of the defibrillator £1505 net (£1,806 including reclaimable VAT of £301), payment for electrical works, £75 and, potentially, training costs.

7. Planning

- To note that Application SDNP/18/01813/TCA for felling of trees at St James' Church was received and circulated by e-mail for consideration to Councillors. No comment was submitted.
- Basil Lansdale, Church Warden, has advised that works will probably be in June and are expected to partially block Station Road.

8. Highways

Verbal report(s) from meeting with Alison Mills (Traffic Team Leader, EHDC) and Ian Janes (Traffic Management, East Hampshire & Havant, HCC) regarding radar speed signs and possibility of white lining.

9. GDPR

Further to the Clerk's May GDPR update attached Members to consider:

- Authorisation for Cllr Evison to pay and reclaim the ICO registration fee, £35
- Whether to appoint a Data Protection Officer
- Continued use of current e-mail addresses and potential alternatives.

10. Revision of Standing Orders

- To note the receipt of revised Standing Orders from HALC.
- To agree the process for completion of options in the revised Standing Orders.
- To agree adoption of said revised Standing Orders subject to completion of the options.

11. Responsible Financial Officer

- a. Members to receive the Internal Audit Report and letter for 2017/18
- b. Members to receive and approve for the Chairman to sign
 - (i) the Certificate of Exemption from external audit (income and expenditure for 2017/18 both being below £25,000)
 - (ii) the Annual Governance Statement 2017/18 (Section 1 of the Annual Governance and Accountability Return for year ended 31st March 2018) and
 - (iii) the Accounting Statements for 2017/18 (Section 2 of the Annual Governance and Accountability Return for year ended 31st March 2018)(ii) and (iii) having been internally audited
- c. Members to note that the period for exercise of public rights to inspect the 2017/18 accounts is planned to be from Monday 18th June to Friday 27th July 2018 inclusive.
- d. Members to review the effectiveness of internal audit and agree retention of the internal auditor for 2018/19.



East Tisted Parish Council

- e. Members to receive and approve for the Chairman to sign the Financial Statements and Bank Reconciliations since the last meeting
- f. Members to consider/authorise the following subscriptions and payments:
 - Insurance renewal (3 year contract) 1.6.18 – 31.05.21 – Aegas £ 237.62 p.a.
 - Internal audit fee 'Lightatouch' for 2017-18 review - £100
 - Registration with the ICO - £35 (refer 9 above)
 - Home Start Weywater – grant application – last year £50 awarded
 - Hampshire Playing Fields Association – annual subscription for 2018/19 £40
 - Grass cutting at the recreation (cricket) ground April-Oct 2018 - £600

12. Annual Review of Risk Assessment and Financial Regulations

Members to agree procedures for the annual review of the Risk Assessment and Financial Regulations.

13. Proposed schedule of meetings

Weds 22nd August 2018 - 6.30pm in the Village Hall

Weds 5th December 2018 - 6.30pm in the Village Hall

Weds 13th March 2019 – 6.30pm in the Village Hall

Weds 15th May 2019 – 6.30pm in the Village Hall (elections are 2nd May 2019)

Helen Evison
Clerk & Responsible Financial Officer
Monday 14th May 2018