

East Hagbourne Annual Parish Council Meeting 16 May 2019

Review of Council Operations

Under Standing Orders (and as a legal responsibility) the Council is required to carry out the following reviews at each Annual PC Meeting.

- (a) Review of nominations and terms of reference to committees, working groups and non Council bodies
 - EHPC also includes cheque signatories and delegated authorities.
- (b) Review of standing orders and financial regulations and confirmation of Internal Auditor
- (c) Review of inventory of land and assets including buildings and office equipment.
- (d) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- (e) Review of the Council's and/or employees' memberships of other bodies.
- (f) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

Nominations to Committees, Working Groups and outside bodies remain in force until the next Annual Parish Council Meeting.

1. Committees

- **Employment Committee**
 - Members: Cllr D Button (Convenor) and Cllr Jean Elliott
 - The Committee is constituted as an Advisory Committee
 - TOR: to review the contractual arrangements for council employees and in particular the Clerk for the coming year and make recommendations for any changes needed, taking account of NALC recommendations where appropriate.
- **Cemetery Committee**
 - The constitution of this body has been updated and it is now constituted as a full Committee of the Parish Council.
 - TOR: The Committee will consist of two Councillors from EHPC and one from WHPC. The Chair of the Committee will rotate between these three persons for each ensuing year. The Clerk of EHPC will act as administrator and have direct responsibility for the bookings and maintenance of the Cemetery. Up to two lay members from each Parish may also be recruited to the Committee but would have no vote.
 - Members: Cllr Derek Button & Cllr Jean Elliott
 - For West Hagbourne the member is Cllr Michael Butler.
 - Cllr. Derek Button will chair the committee for the coming year.
 - The Chairmanship will rotate with 2 years for EH, 1 for WH.

2. Working and Affiliated Groups

- **Flood Group**
 - Coordinator: Mr Robert Ainger.
 - Members: Local residents in Tadley and other areas who live close to the stream.
 - TOR: To carry out routine inspections and minor maintenance of the stream channels from the end of Fieldside as far as FP16, in accordance with Environment Agency guidelines. To engage with EHPC, OCC and SODC as needed to support these activities. To keep records of meetings, discussions and activities.
- **Planning Application Advisory Group**
 - Members: Cllr Iain Duff (convenor) and other councillors as needed.

- TOR: To consider planning applications, where needed, and make recommendations to the Clerk on how the Council should respond, taking into account comments from other councillors, via email and/or the circulated paper documents.
- **Neighbourhood Plan Steering Group (NPSG)**
 - Members: Mr Crispin Topping (Chairman), Cllr David Rickeard plus members of the public. Current members are Mr Bill Barksfield, Mrs Sally Barksfield, and Mr Marcus Wood.
 - TOR: To prepare a Draft Neighbourhood Plan and any revisions as a result of the on-going consultation process and steward this through the approval process. As the Plan has now been adopted, the role of the SG is now to advise on implementation of the Plan and any reviews required by the statutory process. As a Working Group of the Parish Council, the NPSG is empowered to make recommendations to the Parish Council for actions and expenditure, but these must be approved by the full Council before being implemented.
- **East Hagbourne Archive Group**
 - Chairman, Ms Allison Huckle. Parish Council Representatives: Cllrs Iain Duff, David Rickeard
 - TOR: To care for and preserve the village's archives, to make the archive available for the benefit of the community and to extend the archive into the future. To keep records of meetings and discussions.
 - This group is currently dormant, although archive material is still being collected.

3. Review of Delegated Authorities

- **Response to Planning Applications:**
 - Clerk, in consultation with the Planning Application Advisory Group.
- **Financial arrangements:**
 - See Financial Regulations
- **Didcot Area Development:**
 - Decisions on responses to SODC/OCC should normally be agreed in full Council. In the event of an urgent response being needed, submissions delegated to the Clerk in consultation with the Chairman and input from other councillors and NSPG as time allows.

4. Outside Bodies supporting EHPC

- **East Hagbourne Sport & Recreation Committee**
 - EHSRC is legally separate from the Parish Council and has been appointed by the Parish Council to carry out day-to-day management of the Pavilion and Recreation Ground.
 - TOR are as described in the EHSRC Constitution. EHSRC and EHPC work co-operatively to ensure that the facility is used for the general benefit of the communities of East Hagbourne and the surrounding district.
 - The Committee is made up of five officers, who may then co-opt additional members.
 - The constitution requires that the Parish Council representative be appointed at the Annual PC Meeting and that the other four officers (who are proposed by EHSRC and need not be Parish Councillors) be affirmed.
 - For the year 2019-20, the officers will be Mr Derek Button (Treasurer), Mr Trevor Davies, Mr Iain Duff (Parish Council representative), Mrs Jean Elliott and Mr David Rickeard (Chairman).
- **Web site management**
 - Cllr Cordelia Gover will continue to oversee the maintenance and posting of new material on the web site supported by consultant Mr Dave Woods.

- The Neighbourhood Plan web site is currently managed by Mr Andy Barmer. Following the adoption of the East Hagbourne Neighbourhood Plan it is proposed that over the coming year the information should be transferred to the main village web site and the NP web site closed at the end of 2019 on expiry of the current web hosting contract. Cllrs Cordelia Gover and David Rickeard will liaise with Mr Barmer to action this.
- **Hagbourne Environment Group**
 - Hagbourne Environment Group, under the leadership of Mrs Cynthia Napper will improve and maintain the wild area of Butts Piece and other areas within the village as required to make it attractive for wildlife and people as resources permit.
 - Working parties of local residents will be the primary activity. Where financial support is needed, this must be endorsed in full Council.

5. Nominations to Non-Council bodies

- **Parish Charities ***
 - Cllr I Duff and Mrs J Y Rickeard are nominated to serve as Trustees of the Parish Charities
- **Village Hall ***
 - Cllr D Rickeard is nominated to serve as a Committee Member and Trustee of the Village Hall.
- **Allotments Management Committee**
 - Cllr D Button is appointed to the Allotments Committee, to maintain a liaison between that group and the Council, and to support the Clerk.
- **Downland Villages Transport Group**
 - Mrs Mary Harrison is nominated as the East Hagbourne representative on this group which provides liaison with Thames Travel and commissions the weekly market bus to Wallingford.

NOTE: Cllr David Rickeard has been co-opted to the Group in an individual capacity and currently serves as Co-Chair.

* NOTE: In accordance with the law governing charities, those nominated to serve as trustees do so in an individual capacity, and their duty is to further the best interests of that charity.

6. Cheque signatories

- Councillors David Rickeard, Jean Elliott, Derek Button and Cordelia Gover

7. Review and adoption of new standing orders and Financial Regulations etc

- Standing Orders: adopted at meeting of 22 March 2012. A revision was agreed on 26 July 2016 to reflect new requirements to allow recording of meetings and to clarify publicity requirements for Committees. Amendment agreed 4 May 2017 to require minutes to be kept by Advisory Groups. Amendment agreed 1 November 2018 Updated to reflect 2018 NALC Model. Paragraph 1(t) added, 1(v) amended. Minor changes to Sections 2, 3. Updates to 4(ii), 6(v) and to Section 7. New Section 8 added on management of information. Changes to make the document gender neutral.
- Financial Regulations: adopted at meeting of 22 March 2012. A revision was adopted on 1 September 2016 to permit electronic payments. A revision was adopted on 4 October 2018 to note that the regulations will be revised annually. A revision was adopted on 16 May 2019 following an increase of the tender threshold to align with

the standing orders. The new Code of Conduct was adopted at a special meeting on 20th June 2012

- The Council's Public Information Guide was approved on 4th October 2012
- The Council's Health & Safety Policy was approved in October 2015
- The Council's Expenses Policy was approved in October 2013
- An update to the Council's Mission statement was approved at the meeting of 12th May 2016.
- The Parish Council's risk assessment was adopted on 8th October 2015
- East Hagbourne Emergency Plan
- Internal Auditor: IAC Audit and Consultancy Ltd are appointed as internal auditor for the coming year
- The NALC model policies for GDPR were adopted at the Council meeting of 25 April 2019

8. Review of inventory of land and assets including buildings and office equipment

- Hopfields (11.25a)
- Recreation Ground (4.27a)
- Village Car Park (0.75a) inc fencing, lights and bollards
- Sports Pavilion
- Bus Shelter
- Play Areas Equipment and Fencing
- Cemetery (75%)
- Cemetery Lych Gate (75%)
- Seats
- Litter and Dog Bins
- Pavilion Car Park
- Other Equipment – Measuring Wheel and Flood Fork
- Defibrillator and Outdoor Cabinet
- Office Equipment: Parish Council Computer and Software
- Upper Cross
- Lower Cross
- Coscote Cross
- St Anne's Court Playground

9. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

- A review of the Council's insurance arrangements was carried out in 2016 and the range of cover was found to be acceptable.
- The insurance has been extended to cover the new Pavilion.
- A review of the Schedule was completed to ensure that it is correct and clear in the light of the Parish boundary change of 2015. A further review was performed at the renewal in 2017. A further review of the insurance and financial risks was performed in March 2019 and the cover was found to be acceptable.

10. Review of the Council's and/or employees' memberships of other bodies.

- Oxfordshire Association of Local Councils (OALC)

- Community First Oxfordshire (CFO)
- Public Sector Mapping Agreement (No annual fee)
- Clerk's membership of SLCC (Society of Local Council Clerks)

11. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

2019: 20th June, 25th July, 12th September, 10th October, 14th November, 12th December.
2020: 16th January, 13th February, 26th March (village hall), 23rd April (village hall), 14th May.

The Annual Parish Meeting will be held on 16th April 2019 at the Pavilion.