

SUTTON ST. NICHOLAS PARISH COUNCIL

Minutes of the Annual Meeting of Sutton St. Nicholas Parish Council, held in Room 2, The Village Hall, Sutton St. Nicholas on Monday 19th May 2014 (SPC/TF/061)

Councillors Present

Cllr Judy Stevenson, Cllr Richard Andrews, Cllr Ann Burke, Cllr Ron Gow, Cllr Annette Mansie
Cllr Mike Winnell

Clerk Tony Ford

Members of the Public - None

1. Election of the Chairman

Councillor Ron Gow was elected Chairman of the Parish Council. The Declaration of Acceptance of Office was signed in the presence of the Parish Clerk. The Parish thanked Cllr Stevenson for carrying out the role of Chairman for the last three years.

2. Election of the Vice- Chairman.

Councillor Bill Glover was elected Vice- Chairman of the Parish Council.

3. Apologies for Absence

Apologies for absence received and accepted from Councillor Bill Glover.

4. Declarations of Interest, and to consider requests for new Disclosable Pecuniary Interest dispensations.

There were no declarations of interest and no requests for dispensation received

5. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting (no SPC/TF/060) held on Tuesday 6th May 2014.

The minutes were signed by the Chairman as a correct record of the meeting

6. Review of delegations arrangements to Committees, sub Committees, staff and to other local authorities.

- Delegations to the Planning Committee was withdrawn
- There was no change in the delegation to the Finance Committee (Appendix 1 refers)
- The delegations to the Parish Clerk are as set out in the Council's Standing Orders and Financial Regulations.
- There were no delegations to other local authorities.

7. Review of terms of reference for committees

- The Terms of Reference of the Planning Committee was cancelled.
- The Terms of Reference of The Finance Committee was reviewed (Appendix 1 refers)

8. Appointment of members to exiting committees

- Following the review there was no change in the appointment on members to the Finance Committee. (Appendix 1 refers)

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9. Appointment of any new committees.

There were no new committees,

10. Review of the Councils Complaints Procedure.

The Parish Council reviewed the Council' Complaints Procedure (Appendix2 refers) **Resolved that the Complaints Procedure be approved.**

11. Review of the council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

The Parish Council reviewed the Council's procedure for handling requests (Appendix 3 refers) and **Resolved that it be approved.**

12. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council.

The Parish Council considered the schedule of meetings (Appendix 4 refers) and **Resolved that it be approved.**

13. Appointment of members to working groups

- Councillor Richard Andrews and Councillor Ron Gow was appointed to the Neighbourhood Development Plan Project Group.
- Councillor Annette Mansie was appointed to the Community Led Plan Group..

14. Appointment of members to outside bodies

Councillor Bill Glover and Councillor Judy Stevenson were appointed to the Village Hall Management Committee

15. Approve Invoices for payment

Herefordshire Council (Paper Copy Planning Consultations) £44.00

Resolved that the above payment be approved and the cheque signed

16. Parish Council Member Allowances

Following the receipt of correspondence from Herefordshire the Parish Council considered the payment of allowances to Councillors. **Resolved that no Member Allowances will be paid.**

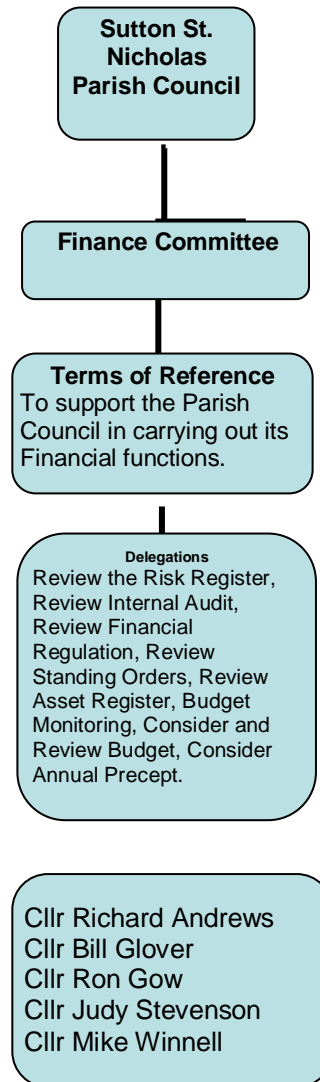
17. Parish Council Insurance

The Parish Council received an update on the position regarding quotations received and due to be received. Having received an update the Parish Council - **Resolved to delegate to the Parish Clerk to agree the Parish Councils Insurance Cover and inform Councillors.**

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Appendix 1

Committee Structure 2014/15



Appendix 2

Complaints Procedure

Before the Meeting

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other nominated officer.
2. If the complainant does not wish to put the complaint to the clerk or other nominated

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officer, he or she should be advised to address it to the chairman of the council.

3. The clerk or other nominated officer shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).
4. The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the Meeting

6. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
7. The chairman should introduce everyone and explain the procedure.
8. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the clerk or other nominated officer and then (ii), members.
9. The clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii), members.
10. The clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.

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11. The clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
12. The clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

After the Meeting

13. The decision should be confirmed in writing within seven working days together with details of any action to be taken.

Not Satisfied

14. If you're dissatisfied with the handling of your complaint you can ask for an independent review by writing to
The Monitoring Officer
Herefordshire Council
35 Hafod Road
Hereford
HR1 1SH

Data Protection

15. All the information provided by you and collected in connection with your complaint will be processed in accordance with the Data Protection Act 1998. We will obtain your consent before sharing your information with other organisations. More information regarding data protection can be found on our website www.suttonstnicholas.co.uk

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Appendix 3

Information available from Sutton St Nicholas Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Sutton News	Free
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy-	15p per A4 sheet
Finalised budget	Website as part of the Minutes Hard Copy	15p per A4 sheet
Precept	Hard Copy	15p per A4 sheet
Borrowing Approval letter	Hard Copy (if available)	15p per A4 sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 15p per A4 sheet
Grants given and received	Hard Copy	15p per A4 sheet
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Website*	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 15p per A4 sheet
Class 4 – How we make decisions		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website* Hard copy	Free 15p per A4 sheet
Agendas of meetings (as above)	Website Hard copy	Free 15p per A4 sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 15p per A4 sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private	Website Hard Copy	Free 15p per A4 sheet

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Information to be published	How the information can be obtained	Cost
to the meeting.		
Responses to consultation papers	Website Reported as part of the Minutes	Free 15p per A4 sheet
Responses to planning applications	Website- where applicable	Free
Bye-laws	Not applicable	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders (<i>on Website</i>) Committee and sub-committee terms of reference (<i>Website</i>) Delegated authority in respect of officers (Contained within minutes) Code of Conduct (<i>Website</i>) Policy statements	Website <i>where indicated</i> Hard copy Not applicable	Free 15p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Website Not Applicable Website* Website*	Free Free Free Free
Information security policy	Website *	Free
Records management policies (records retention, destruction and archive)	Website*	Free
Data protection policies	Website*	Free
Schedule of charges)for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Hard copy	15p per A4 sheet
Register of members' interests	Website*	Free

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Information to be published	How the information can be obtained	Cost
Register of gifts and hospitality	Hard Copy	15p per A4 sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website*	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Agency agreements	Not applicable	
Any other Additional Information	Upon request by hard copy if available	15p per A4 sheet

Contact details:

Website Address: www.suttonstnicholas.co.uk

Parish Clerk
Sutton St Nicholas Parish Council
20 Willow Rise
Sutton St Nicholas
Hereford
HR1 3DH

Email ssnparishclerk@btinternet.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable.	

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Appendix 4

Schedule of Meeting

Date of Meeting	Type of Meeting	Stubs/stat Sign off	Key Agenda Items	Comments
2 nd June 2014	Parish Council	Cr Annette Mansie	<ul style="list-style-type: none"> Adoption on the Minutes of Annual Meeting of the Parish Council Budget Monitoring Report 	
7 th July 2014	Parish Council	Cllr Anne Burke		
4 th August 2014	Parish Council	Cllr Bill Glover		
1 st September 2014	Parish Council	Cllr Richard Andrews	<ul style="list-style-type: none"> Budget Monitoring Report 	
6 th October 2014	Parish Council	Cllr Mike Winnell		
3 rd November 2014	Parish Council	Cllr Judy Stevenson		
1 st December 2014	Parish Council	Cllr Anne Burke		
15 th December 2014	Finance Committee	Cllr Bill Glover	<ul style="list-style-type: none"> Budget Monitoring Report Review and Revise Budget Consider Precept for 2015/16 	
5 th January 2015	Parish Council	Cllr Richard Andrews	<ul style="list-style-type: none"> Consider and Approve Precept 	
2 nd February 2015	Parish Council	Cllr Mike Winnell		
2 nd March 2015	Parish Council	Cllr Judy Stevenson	<ul style="list-style-type: none"> Budget Monitoring Report 	
7 th April 2015	Parish Council	Cllr Anne Burke		
20 th April 2015	Finance Committee	Cllr Bill Glover	<ul style="list-style-type: none"> Annual Review Risk Register Annual Review of Internal Audit Annual Review Standing Orders Annual Review Financial Regulations Annual Review Asset Register Yearend Budget Monitoring Report 	
5 th May 2015	Parish Council	Cllr Richard Andrews	<ul style="list-style-type: none"> Adoption of Accounts Review and sign off of Audit Commissions Annual Return. 	
18 th May 2015	Annual Parish Meeting			Is a forum for the Parish Council to engage with the local electorate. Must assemble annually on a day between 1 st March and 1 st June
18 th May 2015 (Subject to election date)	Annual Meeting of the Parish Council			Must be held during May of each year. During an election year, it must take place on the fourth day after the date of election or within 14 days thereafter. The First Agenda item must be the election of the Chairman.

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