

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 Thursday 28th May 2015 to commence at 7.15pm. (No SPC/TF/075)

Councillors Present

Cllr. Ron Gow (Chairman)

Cllr Richard Andrews

Cllr Ann Burke (Vice Chairman)

Cllr Stan Gyford

Cllr Ian Nicholas

Cllr Anna Toon

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.

2. Election of the Vice- Chairman

Councillor Ann Burke was elected Vice-Chairman of the Parish Council.

3. Apologies for Absence

There were no apologies for absence.

4. To co-opt Parish Councillors

Having considered the matter of co-opting Ian Nicholas to the Parish Council and the approach to co-opt an additional Councillor. **Resolved that Ian Nicholas be co-opted to the Parish Council and that Cllr Anna Toon would approach a parishioner who had shown an interest in the past**

5. Declaration of Interests,

There were no declarations of interest by members in respect of items on the agenda, and no requests for new Disclosable Pecuniary Interest dispensations.

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

- There was no change in the delegations 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

There was no change to the terms of reference of the Finance Committee (Appendix 1 refers)

8. Appointment of members to existing committees

Following a review Cllr Richard Andrews, Cllr Ron Gow, Cllr. Stan Gyford, Cllr. Ian Nicholas and Cllr Anna Toon were appointed to the Finance Committee. (Appendix 1 refers)

9. Appointment of any new committees.

There were no new committees.

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10. Review of the Councils complaints procedure.

Having reviewed the complaints procedure (Appendix 2 refers) - **The Parish Council resolved that it be approved.**

11. Freedom of Information

Having reviewed the council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. (Appendix 3 refers) **The Parish Council resolved that it be approved.**

Action- Clerk to monitor requests received and report back to the next Annual Meeting of the Parish Council.

12. Future meetings

Having considered the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council. (Appendix 4 refers). **The Parish Council resolved that it be approved.**

13. Appointment of members to working groups

Cllr Ron Gow and Cllr Richard Andrews were appointed to the Neighborhood Development Plan Project Group.

14. Appointment of members to outside bodies

Cllr Ron Gow and Cllr Ann Burke were appointed to the Village Hall Management Committee and Cllr Anna Toon was appointed to HALC and the HALC Executive.

15. Code of Conduct

The Parish Council considered a recommendation from HALC with regards to Disclosable Pecuniary Interests and councillor's leaving the room. Having considered the matter- Resolved that paragraph 6 line 6 reads 'that you **leave the room and**'.

Action Clerk to update the current Code of Conduct and send an updated copy to each Councillor.

Clerk to look at the Parish Council Standing Orders in relation to the three minute rule.

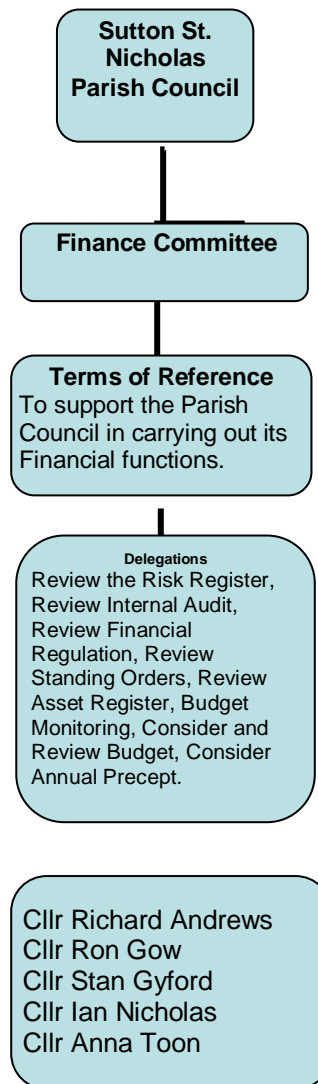
Confirmation of the date, time and venue of the next meeting

Monday 1th June 2015 at 7.15pm Room 2 at the Village Hall.

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Appendix 1

Committee Structure June 2015 to May 2016



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Appendix 2

Sutton St. Nicholas Parish Council Complaints Procedure

1. This policy document sets out procedures for dealing with any complaints made about Sutton St Nicholas Parish Council's administration and procedures.
The conduct of Councillors is covered by the Parish Councils (Model Code of Conduct) (England) adopted by the Council on 2nd July 2012. Complaints against policy decisions made by the Council shall be referred back to Council.
2. If a complaint about the Council's procedures or administration is notified orally to a Councillor or the Clerk, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the Clerk and be assured that it will be dealt with promptly after receipt.
3. If the complainant prefers not to put the complaint to the Clerk, he or she shall be advised to put it to the Chairman of the Council.
4. On receipt of a written complaint, the Clerk or the Chairman (as the case may be) shall, *except where the complaint is about his/her own actions*, try to settle the complaint directly with the complainant within the existing policy of the Council, but shall not do so in respect of a complaint about the behaviour of the Clerk or a Councillor without notifying the person complained of and giving him/her an opportunity to comment on the manner in which it is intended to attempt to settle the complaint. Where the Clerk or Chairman receives a written complaint about his/her own actions, he/she shall immediately refer the complaint to the Council.
5. The Clerk or the Chairman shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
6. The Clerk or the Chairman shall bring any written complaint that has not been settled to the next meeting of the Council. The Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standards Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings, when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received).
7. The Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

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8. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
9. As soon as may be practicable after the decision has been made, it and the nature of any action to be taken shall be communicated in writing to the complainant.
10. In the event of serial facetious, vexatious or malicious complaints from a member of the public the Council shall consider taking legal advice before responding formally to the complainant [or] follow a course of action as outlined in the council's policy for dealing with unreasonable complainant behaviour.

Chairman

Date

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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 | Website/ Sutton News | Free |
| Staffing Structure | Hard Copy | Free |
| 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 | 15p per A4 sheet |
| Financial Standing Orders and Regulations | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Grants given and received | Hard Copy | 15p per A4 sheet |
| List of current contracts awarded and value of contract | Hard Copy | Free |
| Class 3 – What our priorities are and how we are doing | | |
| Parish Plan | Website | Free |
| Annual Report to Parish Meeting | 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 |

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| Information to be published | How the information can be obtained | Cost |
|--|---|--|
| 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 to the meeting. | Website Hard Copy | Free 15p per A4 sheet |
| Responses to consultation papers | Website Reported as part of the Minutes | Free 15p per A4 sheet |
| Responses to planning applications | Website | Free |
| 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 (Website) Delegated authority in respect of officers (Contained within minutes) Code of Conduct (<i>Website</i>) Financial Regulation (<i>Website</i>) | Website <i>where indicated</i> Hard copy | 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 Policies and procedures for handling requests for information Complaints procedures Grants Policy | Website Website Website Website Website Website Website | Free Free Free 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 | | |
| 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 |
| Planning Register | Website | Free |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Parks, playing fields and recreational facilities | Website | Free |
| | | |
| 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. | |

Reviewed and updated at the Annual Meeting of the Parish Council held on 28th May 2015

Chairman

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Appendix 4

Schedule of Meetings June 2015 to May 2016

| Date of Meeting | Day | Type of Meeting | Time | Stubs/stat Sign off | Key Agenda Items | Comments |
|-----------------|---------|--------------------------------------|--------|----------------------|--|---|
| 01/06/15 | Monday | Parish Council | 7.15pm | Cllr Richard Andrews | Adoption of the minutes of the Annual Meeting of the Parish Council | |
| 06/07/15 | Monday | Parish Council | 7.15pm | Cllr Ann Burke | Budget Monitoring Report | |
| 03/08/15 | Monday | Parish Council | 7.15pm | Cllr Stan Gyford | | |
| 07/09/15 | Monday | Parish Council | 7.15pm | Cllr Ian Nicholas | | |
| 05/10/15 | Monday | Parish Council | 7.15pm | Cllr Anna Toon | Budget Monitoring Report | |
| 02/11/15 | Monday | Parish Council | 7.15pm | TBC | | |
| 07/12/15 | Monday | Parish Council | 7.15pm | Cllr Richard Andrews | | |
| 14/12/15 | Monday | Finance Committee | 7.15pm | | Budget Monitoring Report Consider Precept for 2016/17 | |
| 04/01/16 | Monday | Parish Council | 7.15pm | Cllr Ann Burke | Consider and approve Precept for 2016/17 | |
| 01/02/16 | Monday | Parish Council | 7.15pm | Cllr Stan Gyford | | |
| 07/03/16 | Monday | Parish Council | 7.15pm | Cllr Ian Nicholas | Budget Monitoring Report | |
| 28/03/16 | Monday | Finance Committee | 7.15pm | | Annual Review Risk Register Annual Review of Internal Audit. Annual Review Financial Regulations Annual Review Asset Register. Yearend Budget Monitoring | |
| 04/04/16 | Monday | Parish Council | 7.15pm | Cllr Anna Toon | | |
| 03/05/16 | Tuesday | Parish Council | 7.15pm | TBC | | |
| 16/05/16 | Monday | Annual Parish meeting | 7.15pm | | | Is a forum for the Parish Council to engage with local electorate. Must assemble annually on a day between 1 st March and 1 st June |
| 16/05/16 | Monday | Annual Meeting of the Parish Council | 7.45Pm | | | |