

Stedham with Iping Parish Council

Chair: Neil Read

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

MINUTES: Annual Meeting of Stedham with Iping Parish Council

Held on: Thursday 9th May 2024 6:30pm Stedham Memorial Hall

Present: Neil Read(Chair)
Terry Stevens
Ruth Cooper
Rachael Wildman
Jessica Simon
Amanda Hollingshead
Hannah Burton

In attendance: 1 member of the public

1. **APOLOGIES FOR ABSENCE:** None
2. **DECLARATIONS OF INTEREST:** Members of the Council each confirmed there had been no change in their Register of Interests.
3. **ELECTION OF CHAIR:** The Chair asked for nominations, RC proposed Neil Read, seconded by RW and Neil Read was elected unanimously. Acceptance of office to be signed at the next meeting. **ACTION:** Clerk/Chair
4. **ELECTION OF VICE-CHAIR:** The Chair asked for nominations, TS proposed Amanda Hollingshead, seconded by JS and Amanda Hollingshead was elected unanimously, Acceptance of office to be signed at the next meeting. **ACTION:** Clerk/AH
5. **APPOINTMENT OF STANDING COMMITTEES AND COMMITTEE MEMBERS : SIPC resolved** to maintain the position that all Councillors are members of all Standing Committees and Chairs were agreed as shown below:
 - 5.1. Planning: Rachael Wildman
 - 5.2. Finance & General Purpose: Amanda Hollingshead
 - 5.3. Environment & Amenities: Ruth Cooper
 - 5.4. It was agreed there should be a fourth Standing Committee to manage events and communications. TS proposed Jessica Simon for Chair, seconded by RC and Jessica Simon was elected unanimously. **ACTION:** Clerk to draft terms of reference for a new Standing Committee, circulate and include item in Agenda for next PC meeting.
6. **APPOINTMENTS**
 - 6.1. **SIPC resolved** that Clerk(Morag Birch) should remain as Responsible Finance Officer.
 - 6.2. **SIPC resolved** to appoint representatives to local organisations as follows:
 - RC to be lead contact with Sussex Wildlife Trust(SWT) and Stedham, Iping & Trotton Commons Advisory Group with support from RW.
 - RW to represent the Parish Council with Midhurst Area Cycling.
 - RW to to represent the Parish Council with Stedham Memorial Hall.
 - AH to act as liaison between Stedham Primary School and the Parish Council.
 - JS to manage production of Newsletter (To be included in new Committee Ref. Item 5.4)
 - AH to be responsible for Playground and AED checks. **ACTION:** Clerk to transfer access/contact to AH for "The Circuit" website(National Defibrillator Network)

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- TS to continue responsibility for Parish Online mapping tool
- Chair and Clerk to maintain contact with Cross Parishes Working Group

- 6.3. **SIPC resolved to appoint** Mulberry & Co to act as Internal Auditor for the next three financial years 2024-25, 2025-26 and 2026-27 to fix the hourly charge at the current rate. **ACTION:** Clerk to advise Mulberry

7. REVIEWS

- 7.1. Allotment Agreement – **ACTION:** Clerk to revise agreement to include shared ownership and taking on of allotments by immediate family members and circulate for review.
- 7.2. **SIPC resolved** to accept both Standing Orders and Financial Regulations as presented. **ACTION:** Clerk to update Financial Regulations in accordance with latest NALC model issued May 2024 and circulate for review/approval.
- 7.3. Asset Register as at April 2024 was reviewed and accepted.
- 7.4. Insurance Cover – current Certificate was displayed to confirm insurance in place,
- 7.5. **SIPC resolved to continue** subscriptions as already included in the Budget 2024-25
- 7.6. **SIPC resolved to accept** current Council's procedures for dealing with the press/media
- 7.7. **SIPC resolved to accept** current Council's employment policies and procedures
- 7.8. **SIPC resolved** that no expenditure had been incurred under s.137 of the Local Government Act 1972 .

8. DETERMINE TIME AND PLACE OF ORDINARY MEETINGS FOR THE NEXT YEAR

SIPC resolved to continue to meet on the 2nd Thursday of each month in the Stedham Memorial Hall where possible, excluding August 2023 when there would be no Council meeting. **ACTION:** Councillors to determine whether Council meetings should move to a new venue.

9. DATE OF NEXT MEETINGS

- 9.1. Annual SIPC Meeting – 8th May 2025
- 9.2. Annual Parish Meeting – April -Date to be decided in PC meeting on February 2025

Conclusion: 7.15pm

Chair: **Date:**.....

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Action#	Description	Responsible	Date Raised
1	Draft terms of reference for a new Standing Committee, Events & Communications, circulate and include item in Agenda for next PC meeting	Clerk	09/05/2024
2	Transfer access/contact to AH for "The Circuit" website(National Defibrillator Network)	Clerk	09/05/2024
3	Advise Mulberry & Co to act as Internal Auditor for the next three financial years 2024-25, 2025-26 and 2026-27 to fix the hourly charge at the current rate.	Clerk	09/05/2024
4	Revise Allotment agreement to include shared ownership and taking on of allotments by immediate family members and circulate for review.	Clerk	09/05/2024
5	Update Financial Regulations in accordance with latest NALC model issued May 2024 and circulate for review/approval	Clerk	09/05/2024
6	Councillors to determine whether Council meetings should move to a new venue.	All Councillors	09/05/2024