

# Stedham with Iping Parish Council

Chair: Simon Barnard

Clerk: Morag Birch

email: [clerk@stedhamwithiping-pc.gov.uk](mailto:clerk@stedhamwithiping-pc.gov.uk)

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

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## MINUTES: Annual Meeting of Stedham with Iping Parish Council

**Held on: Thursday 6<sup>th</sup> May 2021 6:30pm - On-line Video Meeting**

**Present:** Simon Barnard(Chair)

Neil Read

Terry Stevens

Ruth Cooper

Madeline Pike

Amanda Hollingshead

Last year's Annual Council Meeting was scheduled for 14th May 2020, but following changes in legislation as a result of the Coronavirus an Annual Meeting was no longer required (for 2020) and existing Council appointments have remained in place since then.

**In attendance:** Two member of the public

1. **APOLOGIES FOR ABSENCE:** Luca Perricone
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, NR proposed Simon Barnard, seconded by RC and elected unanimously. Acceptance of office to be signed at the next actual meeting. **ACTION:** Clerk
4. **ELECTION OF VICE-CHAIR:** The Chair asked for nominations, SB proposed Neil Read, seconded by RC and elected unanimously. Acceptance of office to be signed at the next actual meeting. **ACTION:** Clerk
5. **MINUTES OF PREVIOUS MEETINGS:** **SIPC resolved** to approve the minutes for SIPC Annual Meeting held on 15<sup>th</sup> May 2019. Minutes to be signed at the next actual meeting. **ACTION:** Clerk
6. **APPOINTMENT OF STANDING COMMITTEES AND COMMITTEE MEMBERS :** **SIPC resolved** to maintain position that all Councillors are members of all Standing Committees and that Chairs would remain as is
  - 6.1. Planning: Simon Barnard
  - 6.2. Finance & General Purpose: Amanda Hollingshead
  - 6.3. Environment & Amenities: Ruth Cooper
7. **APPOINTMENTS**
  - 7.1. **SIPC resolved** that Clerk(Morag Birch) should remain as Responsible Finance Officer at least for next 6months (post all Covid restrictions) and then review.
  - 7.2. **SIPC resolved** representatives to local organisations as follows:
    - RC to be lead contact with Stedham, Iping & Trotton Commons Advisory Group with support from MD. MD to maintain/cultivate links with SDNPA and SWT.
    - AH to maintain contact with Midhurst Area Cycling
    - SB and Clerk to maintain contact with Cross Parishes Working Group
    - TS to takeover contact with Safer Roads Task Force and lead items all aspects related to highways and parking. **ACTION:** SB to provide handover notes
  - 7.3. SIPC resolved to retain existing Internal Auditor, Peter White, Petersfield for the 2021-22 Financial Year

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## 8. REVIEWS

- 8.1. **SIPC resolved** to accept both Standing Orders and Financial Regulations as presented. It was noted that both documents would have to be revised to reflect any changes caused by use of DropBox as SIPC's communal on-line drive
- 8.2. Asset Register as at April 2021 was reviewed and accepted. **ACTION:** TS to add positions of assets on Parish On Line where possible.
- 8.3. Insurance Cover – waiting confirmation re cover for new play equipment. **ACTION:** Clerk
- 8.4. **SIPC resolved to continue** subscriptions as already included in Budget 2021-22 and for DropBox. Subscription to Zoom ends on 12th July 2021. Renewal to be re-considered. **ACTION:** Clerk
- 8.5. **SIPC resolve to accept** current Council's procedures for dealing with the press/media
- 8.6. **SIPC resolve to accept** current Council's employment policies and procedures
- 8.7. **SIPC resolved** that no expenditure had been incurred under s.137 of the Local Government Act 1972 .

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

**SIPC resolved to continue** to meet on the 2<sup>nd</sup> Thursday of each month in the Stedham Memorial Hall where possible. The next Annual meeting will be due on 12<sup>th</sup> May 2022

**Conclusion: 7.00pm**

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

Action#	Description	Responsible	Date Raised
1	Acceptances of all offices confirmed during Annual Meeting on 6 <sup>th</sup> May 2021 to be signed at the next actual meeting due 10 <sup>th</sup> June.	Clerk	06/05/2021
2	TS to takeover contact with Safer Roads Task Force and lead items all aspects related to highways and parking. SB to provide handover notes	SB TS	06/05/2021
3	Add positions of assets on Parish On Line where possible.	TS	06/05/2021
4	Subscription to Zoom ends on 12th July 2021. Renewal to be re-considered.	Clerk	06/05/2021