



Sandhurst Parish Council
Minutes of the Annual General Meeting held on
14th May 2018 at 19.30

Councillors in attendance: - Mr T Hannocks (TH) - Chairman, Mr D Leggett (DL), Mr C Robinson (CR), Mrs E Merritt (EM), Mr A Kerry (AK), Ms J Oliphant-Robertson (JOR), Mrs K O'Brien (KB),

Councillors not in attendance: Cllr H Phillips (HP). Mr M Cope (MC)

Members of the Public: None.

Clerk: Lisa Hale (LH).

RFO: Not in attendance

Item	Action
<p>1. Election of Chairman and signature of Chairman's Declaration of Acceptance of Office.</p> <p>Cllr Hannocks was proposed to remain as chairman by JOR and CR. This decision was unanimously approved.</p> <p>TH was duly elected to be Chairman by the Parish Council.</p> <p>TH signed the Chairman's Declaration of Acceptance of Office. The Declaration was witnessed by LH and DL.</p>	
<p>2. To receive apologies for absence</p> <p>Mr A Crocker (Responsible Financial Officer) sent his apologies for absence.</p>	
<p>3. Declarations of Interest on Items on the agenda</p> <p>None.</p>	
<p>4. Election of the Vice-Chairman</p> <p>Cllr D Leggett was proposed to remain as Vice Chairman by JOR and AK. This decision was unanimously approved.</p> <p>DL was duly elected to be Vice Chairman of the Parish Council.</p>	
<p>5. Committees and membership of committees:</p> <p>5.1. Planning Committee: It was agreed that all Councillors would remain as members of the Planning Committee which would be chaired by JOR.</p> <p>After a discussion it was agreed that if Planning applications needed to be discussed on the same day as a Full Council meeting, this would be included in the Full Council meeting agenda and a separate Planning meeting would not be held.</p>	

Signed:

Date:

<p>5.2. Old School Hall Committee – TH confirmed that this Committee had been disbanded as agreed at the Full Council Meeting held in April 2018.</p> <p>5.4. Sports Ground Committee:</p> <p>EM, CR, MC and AK would represent the Parish Council at the Sports Ground Committee and CR was elected as the Chairman.</p> <p>TH confirmed that the Committee would meet twice a year. Once at the end of March, beginning of April and again in September.</p> <p>Councillor Responsibilities:</p> <p>TH – Chairman/Sandhurst Clock/Sir John Fowle Trust. DL – Vice Chairman/Drains, floods. CR – Financial Auditor/Speedwatch. JOR – Planning Committee Chairman/Allotment Representative. AK – Sports Ground, Grass and Defibrillators. MC - Sports Ground, Grass, Defibrillators/Transport Accessibility. EM – Buildings (OSH, Pavilion and Toilet Block). KB – Footpaths/Highways.</p> <p>The change to the committees and Councillor responsibilities were proposed for approval by AK and seconded by EM. Decision: unanimously approved.</p> <p>LH agreed to make the changes to the councillor responsibilities list.</p>	LH
<p>6. Review and confirm the use of listed policies/assessments</p> <p>It was agreed that each Councillor would review a number of policies before the AGM and highlight any amendments that need to be made to the documents.</p> <p>The following documents were reviewed and did not need any amendments:</p> <ul style="list-style-type: none"> Asset Register Lone Working Policy Grant Awarding policy Code of Conduct Health and Safety Policy Harassment and Bullying Policy Data Protection Policy Advertising policy Publication Scheme Grievance Policy Unauthorised Encampments Staff Appraisal Policy 	

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Date:

<p>The following document was reviewed and required a minor amendment:</p> <p>Training Policy: Amendment in paragraph three to include the word “Councillors”</p> <p>LH agreed to make the necessary changes to the training policy.</p> <p>The listed changed were proposed for approval by EM and seconded by KB. Decision: unanimously approved.</p> <p>It was agreed that the remaining policies would need further review and would need to be discussed and approved at the next Full Council Meeting.</p> <p>Standing Orders Complaints Procedure Press and Media Policy Disciplinary Policy</p> <p>LH also stated that she was producing a sickness and absence policy which would need to be approved at the next council meeting.</p>	<p>LH</p>
<p>7. Confirm that the Parish Council meets the eligible criteria to hold the general power of Competence as per the Localism Act 2011 (s1-8)</p> <p>TH confirmed that Sandhurst Parish Council first adopted the General Power of Competence on the 23rd May 2017. The council still retained a CiLCA qualified Clerk and two thirds of the council were elected. TH stated that out of the nine councillors only MC, EM and KB had been co-opted.</p> <p>After re-evaluating the criteria of General Power of Competence it was agreed that Sandhurst Parish Council met the criteria set out by the Secretary of State (Localism Act 2011 s8). Sandhurst Parish Council will continue using the General Power of Competence as their first power.</p> <p>This decision was proposed for approval by EM and seconded by JOR. Decision: unanimously approved.</p>	
<p>8. To consider and decide on organisations to receive a grant from the council 2018-2019,</p> <p>Additional organisation to include donation to include: The Counselling Centre in Tunbridge Wells and the Samaritans.</p> <p>The following donations and memberships (as agreed in January budget and precept discussions) were proposed for approval by CR and JOR. AK, EM and DL approved the proposal. KB abstained from voting due to lack of information:</p> <p>7.1. Memberships:</p> <p>KALC</p>	

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Date:

<p>SLCC ALCC Playing Fields Association</p> <p>7.2 Donations:</p> <p>Under the General power of Competence (Localism Act 2011, sections 1 to 8). As the power of “first resort” the council authorised the following donations:</p> <p>St Nicholas Parish Church - £600 towards cemetery maintenance Citizen’s Advice Bureau - £200 Royal British Legion- £100 including the wreath payment. Victim Support - £50 Kent, Surrey and Sussex Air Ambulance - £250 St John Ambulance - £200</p> <p>The invoices from the TWBC for unauthorised encampments and the civic amenity vehicle would be paid when received.</p>	
<p>9. To review the action plan produced by the council in 2016 and consider and agreed the plans for 2018/2019 (Circulated).</p> <p>After a discussion in was agreed that LH would produce a new action plan for 2018/2019 which would include the following objectives:</p> <ol style="list-style-type: none"> 1. Tree planting 2. Litter pick twice a year 3. Playground Equipment at Sandhurst Sports Ground – Toddler, adult exercise and zip wire. 4. Better financial reporting 5. Pass over the council in a good state for a new council in 2019. 	<p>LH</p>
<p>The meeting ended at 20.15</p>	

Website: www.sandhurst-kent-pc.gov.uk

Summary of Actions:

1. LH agreed to make the changes to the councillor responsibilities list.
2. LH agreed to make the necessary changes to the training policy.
3. LH would produce a new action plan for 2018/2019 include the listed objectives.

Signed:

Date: