



PARISH COUNCIL OF SANDHURST, KENT

Please reply to Catherine Catt, Parish Clerk, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850295

Draft Minutes Annual Parish Council Meeting 14 May 2019 at 19.30 hrs

In Attendance:

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| Clr T Hannocks | Mrs C Catt : Clerk & Proper Officer |
| Clr D Leggett | Mr A Crocker : Responsible Finance Officer |
| Clr A Kerry | |
| Clr E Merritt | |
| Clr J Opliphant-Robertson | |
| Clr C Robinson | |

| Item No | | Actions |
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| 1. | Apologies for Absence & Resignation | |
| | Apologies were received from Clr O'Brien due to work commitments. The Chairman informed the meeting that Clr Phillips has written a letter of resignation which has been formally accepted by the Clerk. A vacancy notice has been displayed on the parish notice board and website informing residents that a by-election could be held if ten electors for the Parish give notice in writing claiming such an election to the Tunbridge Wells Borough Council Returning Officer by 29 May 2019. | |
| 2. | Election of Chairman | |
| | <ul style="list-style-type: none"> ▪ Clr Leggett proposed Clr Hannocks should stand as Chairman for another year. ▪ Clr Oliphant-Robertson seconded the proposal ▪ The meeting unanimously accepted the proposal and Clr Hannocks was elected as Chairman for 2019/20. | |
| 3. | Declarations of Interest | |
| | <ul style="list-style-type: none"> ▪ Clr Merritt declared an interest as the employed cleaner for the Old School Hall and Pavilion Toilet Block. ▪ Clr Kerry declared an interest in the Playing Field from his association with the Football Club. | |

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| | <ul style="list-style-type: none"> ▪ Cllr Hannocks stated the dispensation granted on 4.12.2018 has expired and proposed that he should write to the Clerk and ask for a dispensation for 2019/20. | TH |
| 4. | Approval of Minutes | |
| | It was noted the minutes for the Annual Parish Council Meeting held on 14 May 2018 were approved at the Parish Council Meeting held on 12 June 2018. | |
| 5. | Appointments | |
| | <u>Election of Vice-Chairman</u> <ul style="list-style-type: none"> ▪ Cllr Robinson proposed that Cllr Leggett should be elected as Vice-Chairman for the coming year ▪ Cllr Kerry seconded the proposal ▪ The meeting unanimously accepted the proposal and Cllr Leggett was elected as Vice-Chairman for 2019/20. | |
| 6. | Review of Delegation Arrangements | |
| | <p>The current arrangements for delegated authority were reviewed and noted:</p> <ul style="list-style-type: none"> ▪ Cllr Hannock as Chairman can spend up to £1,000 (Financial Regulations) ▪ Mrs Catt as Clerk can spend up to £500 (Financial Regulations) ▪ Cllr Oliphant-Robertson as Chair of the Planning Committee can decide whether or not to call a meeting of the Planning Committee to comment on a planning application – 'FULL' applications require a meeting to be held. | |
| 7. | Review & Adopt Policies & Procedures | |
| | <p>To review and adopt:</p> <p><u>Standing Orders</u></p> <p>Following a review of the Standing Orders by Cllr Leggett and the Clerk the following amendments were proposed:</p> <ul style="list-style-type: none"> ▪ Council meetings should not exceed 2 hours ▪ Requests for an Extraordinary Meeting should be made in writing <p>The amendments were agreed. The Clerk will update and circulate the revised version so the revised Standing Orders can be adopted for 2019/20.</p> <p><u>Financial Regulations</u></p> <p>Cllr Robinson proposed minor amendments to the Financial Regulations which were agreed. The Clerk will update and circulate the revised version so the Financial Regulations can be adopted for 2019/20.</p> <p>It was agreed discuss and agree a schedule to review all other policies and procedures.</p> | <p>CC</p> <p>CC</p> <p>ALL</p> |

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| 8. | Dates for Council & Committee Meetings | |
| | <p>The meeting discussed the dates for Council and Committee meetings during 2019/20 and agreed the schedule circulated by the Clerk with the following amendments:</p> <ul style="list-style-type: none"> ▪ Delete the date of the August 2019 meeting ▪ Add 2 Litter Pick dates – 19 October 2019 and 21 March 2020. <p>It was noted Planning Committee Meetings will be held as part of the monthly Parish Council Meetings when required.</p> <p>It was agreed to review the need for an Amenities Committee and a Neighbourhood Plan Committee following the Annual Parish Meeting on 4 June 2019.</p> <p>The following dates were flagged for 2020/21:</p> <ul style="list-style-type: none"> ▪ Parish Council Elections : 7 May 2020 ▪ Annual Parish Council Meeting : 19 May 2020 when the new Chairman will be elected. ▪ Annual Parish Meeting : 23 June 2020 | |
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| | There being no further business the Chairman closed the Annual Parish Council Meeting. | |

CATHERINE CATT
Clerk to Sandhurst Parish Council

CC: For Information
County Cllr Seán Holden
Borough Cllr Godfrey Bland

Signed:

Dated: