



East Tisted Parish Council

Agenda for the Annual General Meeting of East Tisted Parish Council to be held on Wednesday 15th May 2019 at 7pm in the Village Hall

Summoned: Phil Cutts (Councillor)
Helen Evison (Councillor, Clerk & RFO)
Sandra Nichols (Councillor)

By Invitation: Charles Louisson (District Councillor)
Matthew Sheppard & Neil Johnson (Hampshire Constabulary)
Larry Johnson (Neighbourhood Watch, Village Hall & website)
Russell Oppenheimer (County Councillor)

Members of the public are welcome to attend and may ask the Council questions, make a statement or present a petition. **Anyone who so wishes is requested to give advance notice to the Clerk, if specific answers are required, so that appropriate papers are available.**

The period of time designated for public participation shall not exceed 15 minutes with each member of the public speaking once only and for a maximum of 2 minutes. Any question asked shall not require a response or debate unless that item is already on the agenda.

1. 2019 Parish Council Election Results & Nomination and Election of Chairman and Vice-Chairman for 2018/19

- a. Members to receive the results of the elections held on 2nd May 2019 and to note that there are two vacancies to be filled either by election or, should no election be called for, by co-option by the Parish Council
- b. Members to sign their completed Declaration of Acceptance of Office Forms
- c. Members to propose, second and thereby vote in the Chairman for 2019/20
- d. Members to propose, second and thereby vote in the Vice-Chairman for 2019/20
- e. Members to consider training requirements. Details of HALC training may be found at: <https://www.hampshirealc.org.uk/events>

2. Apologies and Welcome

Members to receive apologies and welcome those present.

3. Declaration of Interests

- Members to deliver their completed Register of Interest forms to the Clerk.
- Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, Councillors may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room or chamber when the meeting discusses and votes on the matter.

4. Public Forum

- Members of the public who wish to speak will be invited to do so now or, if possible and appropriate, postpone until the Village Annual Meeting following this meeting.
- It is proposed that updates on the following will be made at the Village Annual Meeting but in case any are unable to stay updates will now be received from:



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- The Chairman will now close the meeting for public participation.

5. Minutes of the previous meeting and matters arising.

Members to receive the minutes of the meeting held on 27th February 2019 and agree for the Chairman to sign them as an accurate record.

6. Annual Business

- Members to review and, where appropriate adopt:
 - a. The Model Standing Orders
 - b. The Financial Regulations/system of internal control
 - c. The Financial Risk Assessment
 - d. The Inventory of Assets
 - e. Annual Subscriptions to other bodies
 - f. The Data Protection Policy
- Members to appoint a representative to the Village Hall Management Committee
- Members to determine the time and place of ordinary meetings of the Council up to and including the next Annual General Meeting.

7. Correspondence received

To consider correspondence received, if any.

8. Facilities

- Recreation Ground – update from Cllr Evison
- Notice Board – update from Cllr Cutts

9. Planning

To consider planning applications received, if any.

10. Highways

To be discussed at the Annual Village Meeting.

11. Responsible Financial Officer

- a. Members to receive the Internal Audit Report and letter for 2018/19
- b. Members to receive and approve for the Chairman to sign
 - (i) the Certificate of Exemption from external audit (income and expenditure for 2018/19 both being below £25,000)
 - (ii) the Annual Governance Statement 2018/19 (Section 1 of the Annual Governance and Accountability Return Part 2 for year ended 31st March 2019) and
 - (iii) the Accounting Statements for 2018/19 (Section 2 of the Annual Governance and Accountability Return Part 2 for year ended 31st March 2019)
- (ii) and (iii) having been internally audited
- c. Members to note that the period for exercise of public rights to inspect the 2018/19 accounts is planned to be from Monday 24th June to Friday 2nd August 2019 inclusive.
- d. Members to review the effectiveness of internal audit and agree retention of the internal auditor for 2019/20.
- e. Members to receive and approve for the Chairman to sign the Financial Statements and Bank Reconciliations since the last meeting
- f. Members to authorise the following subscriptions and payments:
 - HALC/NALC annual subscription - £153



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- Internal audit fee 'Lightatouch' for 2018/19 review - £105
 - Hampshire Playing Fields Association - £40
 - Insurance, Norris & Fisher 1/6/19-31/5/20 - £238.12
 - Recognition of service gifts
- g. Members to consider the following grant requests
- Home Start Weywater – last year £50 awarded
 - East Hants Citizens Advice Bureau – new application
 - Victim Support – new application

12. Date of next meeting

To confirm the date of the next meeting as resolved in item 6 above.

Helen Evison
Clerk & Responsible Financial Officer
7th May 2019