

Greatham Parish Council

Annual Meeting

Wednesday 5th May 2021 at 8pm (remote meeting)

To join the meeting please use this address: <https://us02web.zoom.us/j/89861498484>

Or by telephone: 0208 080 6592

Meeting ID: 898 6149 8484

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Greatham Parish Council for the transaction of business set out below.

J Ives

Jane Ives, Clerk to the Council

28th April 2021

AGENDA

1. **Election of Chairman to the Parish Council for 2021/22**
2. **To receive the Chairman's Declaration of Acceptance of Office**
3. **Election of Vice Chairman to the Parish Council for 2021/22**
4. **Chairman's Announcements**
5. **Apologies for Absence**
6. **Declarations of Interest**

Councillors 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, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
7. **Register of Interests:** To note requirement to update register of interests forms
8. **Approval of Minutes:** To approve the minutes of the Council meeting held on 21st April 2021
9. **Update on actions arising from Minutes of the Parish Council Meeting held as above**
10. **Election of members to Planning Committee:** To elect a minimum of 4 councillors to a Planning Committee
11. **Election of Chair and Vice Chair of Planning Committee**
12. **General Power of Competence:** Reconfirm eligibility to hold the General Power of Competence (Appendix 1)
13. **Election of Councillors to Working Groups and appointment of lead person**
 - a) Staffing
 - b) Policies & Compliance
 - c) Transport & Traffic
 - d) Neighbourhood Development Plan
 - e) Playground
14. **Election of members of the public to working groups**
 - a) Neighbourhood Development Plan
 - b) Old Church Working Group
 - c) Old Church Strategy Working Group

15. Election of representatives to Outside Bodies:

- a) Greatham Village Hall – 1 representative
- b) Coryton Trust – 2 representatives
- c) Liss Greatham and Hawkley Friendship Fund - 1 representative
- d) East Hampshire Association of Parish & Town Councils – 1 representative
- e) Community Partnership Meeting - 1 representative
- f) Greatham Inn – 1 representative

16. Old Church Working Group Terms of Reference: To review terms of reference and make any amendments (Appendix 2)

17. Appointment of councillors as leads

- a) Facilities
- b) Footpaths
- c) Community Engagement
- d) Communications
- e) Old Church

18. Report from County Councillor

19. Report from District Councillor

20. Public Question Time: Adjournment of the meeting for 15 minutes to allow the public to raise questions

21. Internal Audit Report: To note the internal audit report and agree any actions

22. End of Year Bank Reconciliation: To approve the end of year bank reconciliation (Appendix 3)

23. Annual Return & Governance Statements (AGAR) 2020/21

- a) To note the Annual Internal Audit Report contained in the AGAR
- b) To complete and approve the Annual Governance Statement 2020/21 (to be signed by the Chair and Clerk)
- c) To consider and approve the Accounting Statements 2020/21 prepared and signed by the RFO
- d) The Chair to sign and date the Accounting Statements 2020/21
- e) To confirm dates for the Exercise of Public Rights to inspect accounting records to be Monday 14th June to Friday 23rd July inclusive

24. Works at Old Church: To consider a request from a neighbour regarding works and to agree any actions

25. Policy Review:

- a) To review and adopt a revised Publication Scheme (Appendix 4)
- b) To note Standing Orders & Financial Regulations and agree a review by the Policies & Compliance Working Party to be approved by Council, including all Terms of Reference, at the July meeting

26. Meetings dates for 2021/22: To agree meetings dates for Council and the Planning Committee (Appendix 5)

27. Annual Parish Meeting: Consider arrangements for Annual Parish Meeting on 19th May 2021

28. Payment Schedule: To approve current payments (Appendix 6)

29. Date of next meeting

Appendix 1: General Power of Competence

Re-eligibility to hold the General Power of Competence should be confirmed at each Annual Meeting to confirm that we meet the prescribed criteria which are:

1. Two thirds of councillors have been elected and not co-opted
2. The Clerk holds relevant professional qualifications (CILCA, the Certificate of Higher Education in Local Policy; the Certificate of Higher Education in Local Council Administration; or the first level of the foundation degree in Community Governance and Engagement)
3. The Clerk has completed relevant training in the exercise of GPC, unless training was included in (b) above

Appendix 2: Old Church Working Group Terms of Reference

There are two issues that need to be addressed and resolved by council.

1. A councillor has raised the following question:

- 3a) Appoint an elected member as Lead Member who should ensure the entire working group members are kept informed and involved with progress and act as the primary contact with the Council.

It seems the role also includes being the point of contact for information to the Council, as well as from the Council.

For example, if the OCWG felt it would be good to have a volunteer day, the lead member would be the person who talked to the Council about it.

The current wording only talks about information flowing from the Council to the OCWG. Perhaps we could more fully expand on what the role of the lead member is.

2. The council, when adopting the terms of reference set out below, did not envisage a councillor being part of the group. However, during the year, at the request of the group, a councillor has been appointed but their role is largely undefined. Point 2 below states that 'membership is to be determined by the parent body at its Annual Meeting' so council should now decide whether or not it is appropriate to have a councillor on the group or not. I would recommend that the role of a councillor on the group is defined so that there is no conflict with the lead member's role.

Jane Ives, Clerk 28th April 2021

Terms of Reference

1. The Working Group will consist of members of the public appointed by the Parish Council (pursuant to s.102(4) of the Local Government Act 1972).
2. Membership is to be determined by the parent body at its Annual meeting or at a normal full Council meeting.
3. At its first meeting of the working group members shall:
 - a. Appoint an elected member as Lead Member who should ensure the entire working group members are kept informed and involved with progress and act as the primary contact with the Council.
4. In line with the task set by the Council the purpose and remit of the working group is to:
 - a. Work with the Parish Council to produce & maintain a vision for the Old Church
 - b. Help to maintain the churchyard and report any issues with the church and churchyard to the Parish Council
 - c. The Clerk will carry out Risk Assessments prior to any events or work being undertaken and consult with the working group about the results
 - d. Be responsible for ensuring volunteers work safely whilst working at the Old Church
 - e. Write documents/leaflets etc documenting the history of the Church for approval by the Parish Council
 - f. Run events in conjunction with the Parish Council
 - g. Make recommendations to the Parish Council in time for annual budget setting on suggested spending for the following year and how to spend monies raised
 - h. To help the Council fundraise for projects, and help with filling in grant applications, that seek to improve the Old Church and churchyard and assist, when possible, with the Council's aim of making the maintenance of the Old Church funded through external sources
 - i. Help to make the Old Church inviting to local people and make the church feel welcoming to visitors.
 - j. To assist the Council, when required, to write specifications and find contractors/consultants/specialists to carry out work at the Old Church and to communicate with the lead member when work is going to be going ahead
 - k. To provide timely feedback on proposed work to enable the Parish Council to make decisions
 - l. To provide background information/historical knowledge of the Old Church to the Parish Council and others as required
5. The group does not have delegated powers to make decisions on behalf of the Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference. The Council are bound to accept the recommendations of contractors and consultants, given their professional

status. The recommendations can be questioned but in the case of a conflict, the final decision is made by the Council based on professional advice.

6. The group reports to the Council
7. The group shall provide timely reports to the Council in the following manner:
Provide written information regarding items a-l above as and when required.
8. Meetings of the working group are not usually but may be public meetings

Advisory committees (and sub- committees) that are appointed advise a council in any matter relating to the discharge of their functions (pursuant to s. 102(4) of the 1972 Act). Advisory committees (and sub-committees) may be wholly comprised of persons who are not members of the council. In practice and dependent on their terms of reference, advisory committees are usually comprised of both councillors and those who are not members of the council. Councils often refer to advisory committees (and sub-committees) as working parties/groups/panels

s.102(3) of the 1972 Act provides that a local council can appoint persons who are not its members to committees and sub-committees (including joint committees and sub-committees).

Appendix 3: End of Year Bank Reconciliation/Receipts & Payments Summary

GREATHAM PARISH COUNCIL					
SUMMARY RECEIPTS & PAYMENT ACCOUNT					
<u>4th QUARTER ENDED 31 MARCH 2021</u>					
		Figures shown exclusive of VAT			
Annual Budget	Actuals YTD			£	£
		RECEIPTS		Q4 Receipts	
19640	19640	Precept		-	
0	5052	S106		-	
0	0	CIL		-	
0	25	Bank Interest		-	
30	1758	Grants		758.20	
	1379	VAT repayment		760.09	
0	369	Old Church income		20.00	
19670	28223				
		TOTAL RECEIPTS		1,538.29	
		PAYMENTS		Q4 Payments	
10,635	10,474.70	Net salaries (Oct-Dec 2020)		2,440.56	
180	165.00	Allowances		30.00	
200	171.82	Travel costs		23.85	
150	152.50	Training staff		75.00	
200	-	Training councillors		-	
400	170.25	Printing		72.50	
400	292.80	Stamps & Stationery		15.26	
75	-	Publications		-	
300	8.25	Room Hire		-	
655	769.64	IT/email/website		23.70	
350	115.00	Repairs & maintenance		115.00	
120	113.99	Equipment purchase		24.99	
350	281.25	SLR Deployment		281.25	
1,500	1,267.00	Grant allocation		-	
450	786.11	Subscriptions SLCC/HALC		107.00	
400	400.00	Audit fees		-	
650	603.95	Insurance		-	
720	250.00	Grass cutting		50.00	
200	-	Maintenance outside spaces (lengthsman/payback)		-	
80	95.00	Playground inspection		-	
500	13.48	Playground maintenance		-	
1,150	171.43	Old Church expenditure		51.43	
-	865.41	VAT on payments		487.82	
-	72.00	Bank charges		18.00	
8,229	-	EMR CIL projects		-	
2,100	2,060.00	EMR Trees		1,780.00	
500	-	EMR Community Engagement		-	
500	-	EMR Election costs		-	
1,000	-	EMR NDP		-	
5,052	250.00	EMR S106		-	
37046	19550				
		TOTAL PAYMENTS		5,596.36	
		BALANCE BROUGHT FORWARD ON 01/01/2021		41370.09	
		ADD Total Receipts as above		1,538.29	
		LESS Total payments (as above)		5,596.36	
		Balance Carried forward 31/03/2021		37,312.02	
These cumulative funds are represented by:					
Current Account Balance				12,367.34	
Less: Cheques drawn but not debited as at 31.03.21				100.00	
Deposit Account Balance				25,044.68	
				37,312.02	

Appendix 4: Information Published Under Publication Scheme



Information available from Greatham Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)
Who's who on the Council and its Committees	Website & hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & hard copy
Accessibility details	Website & hard copy
Staffing structure	Website & hard copy
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)
Annual return form and report by auditor	Website & hard copy
Finalised budget	Website & hard copy
Precept	Website & hard copy
Financial Standing Orders and Regulations	Website & hard copy
Grants given and received	Website & hard copy
List of current contracts awarded and value of contract	Website & hard copy
Members' allowances and expenses	Website & hard copy
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)
Annual Report to Parish Meeting (current and previous year as a minimum)	Website & hard copy
<p>Class 4 – How we make decisions</p>	(hard copy or website)

(Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website & hard copy
Agendas of meetings (as above)	Website & hard copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & hard copy
Responses to consultation papers	Website & hard copy
Responses to planning applications	Website & hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website & hard copy
Policies and procedures for the provision of services and about the employment of staff: Policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website & hard copy

Information security policy	Website & hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Website & hard copy
Schedule of charges (for the publication of information)	Website & hard copy
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website & hard copy
Assets register	Website & hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website & hard copy
Register of members' interests	Website & hard copy
Register of gifts and hospitality	Website & hard copy
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Greatham Old Church	Website & hard copy
Playground	Website & hard copy
Seating, litter bins, war memorial	Hard copy
Bus shelters	Hard copy

Contact details:

Requests for information should be made in writing and will be dealt with within 20 working days. Contact the Clerk by email to clerk@greatham-hants.org.uk or by phone 07873 891351. Alternatively, write to the Clerk c/o Greatham Village Hall, Petersfield Road, Greatham GU33 6EY

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

Appendix 5: Meeting Dates for 2021/22

All meetings will start at 8pm

	Parish Council (2nd Wednesday of each month)	Planning Committee (4th Monday of each month, subject to planning applications)
May 2021	Annual Meeting 5 th May Annual Parish Meeting 19 th May	24 th May
June 2021	9 th June	28 th June
July 2021	14 th July	26 th July
August 2021	No scheduled meeting	No scheduled meeting
September 2021	8 th September	27 th September
October 2021	13 th October	25 th October
November 2021	10 th November	22 nd November
December 2021	8 th December	As required (TBA)
January 2022	12 th January 2022	24 th January 2022
February 2022	9 th February 2022	28 th February 2022
March 2022	9 th March 2022	28 th March 2022
April 2022	13 th April 2022 Annual Parish Meeting (TBA)	25 th April 2022
May 2021	11 th May 2022 Annual Meeting	23 rd May 2022

Appendix 6: Payment Schedule

Invoice Date	Payee	Description	Net Total	VAT	Total
26/04/21	Clerk	Salary April 2021	£809.97	£0.00	£809.97
26/04/21	HMRC	Tax/NI liability mth 1	£12.86	£0.00	£12.86
15/03/21	Petersfield Town Council	Grass Cutting Old Church	£120.00	£24.00	£144.00
		TOTALS	£942.83	£24.00	£966.83

Signed by Chair of Meeting:

Date: