

Stoke sub Hamdon Parish Council

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Stoke sub Hamdon
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AGM Parish Council Minutes 2024

7pm, 22nd May 2024 at The Council Offices

Present: Cllr Foley, Cllr Gould , Cllr Nelms , Cllr Foley, Cllr Hulett, Cllr Lewis, Cllr Fryer, Cllr Middleton, Cllr Dullaghan.

Apologises:

4 members of the public

AM/24/01 RECORDING OF MEETINGS

The council will record the meeting, Cllr Foley and Cllr Hulett.

AM/24/02 APOLOGIES FOR ABSENCE.

Apologies for absence - The Clerk informed the Council Cllr Phillips had resigned, post dated.

AM/24/03 DECLARATIONS OF INTEREST

Members to declare any interests - no change

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AM/24/04 ELECTION OF CHAIRMAN

nominations and to elect the Chairman of Council for the municipal year 24/25

Cllr Gould nominated by 1. Cllr Dullaghan 2.Cllr Lewis - for 7 abstain 1

AM/24/04a DECLARATION OF OFFICE

The newly elected chairman to sign Declaration of Acceptance of Office before they can take up there role

AM/24/05 ELECTION OF VICE CHAIRMAN

To receive nominations and to elect the Vice Chairman of Council for the municipal year 20/25

Cllr Nelms nominated by 1. Cllr Gould 2.Cllr Hulett - for 7 abstain 1

AM/24/05a DECLARATION OF OFFICE

The newly elected Vice chairman to sign Declaration of Acceptance of Office.

AM/24/06 CHAIRMAN'S REPORT

To receive the out going Chairman's report for the year 2023-2024.

Agreement with SSRT, the allotment tenancy agreements and the Budget

AM/24/07 CASUAL VACANCY.

No one came forward at this time.

AM/24/08 PUBLIC SESSION

Chair of the Memorial Hall, informed the council that committee members have limited liability and they are struggling to get trustees to join the trust, they are forwarding a proposal for the council to consider at the June meeting reference changing their charitable status. They need the approval of the Parish Council because they are custodial trustees of the Memorial Hall

AM/24/09 SOMERSET COUNCIL WARD MEMBERS

No members of Somerset Council were available.

AM/24/10 MINUTES OF AGM MEETING OF 3rd MAY 2023

Approved

AM/24/11 APPOINTMENT OF COUNCILLORS TO STANDING COMMITTEES

Planning Committee	Cllr Fryer, Middleton, Dullaghan, Hulett, Lewis
Finance & Resources Committee	Cllr Middleton, Hulett, Fryer, Lewis
Human Resource Committee	Cllr Gould, Nelms, Hulett

AM/24/12 APPOINTMENT OF CHAIRMAN TO STANDING COMMITTEES

(from previously appointed members)

Planning Committee	Cllr Fryer
Finance & Resource Committee	
HR Committee	Cllr Gould

Differed F&R

AM/24/13 APPOINTMENTS OF COUNCIL REPRESENTATIVES

Friends of Ham Hill Representative	Cllr Nelms
Allotments	Cllr Nelms
Differed Stonehill & Furlands - Action Cllr Hulett	
Footpath Officer	Cllr Dullaghan
Defibrillators	Differed
Play Equipment Inspection	Cllr Nelms - Stonehill - Cllr Lewis - Memorial Hall

AM/24/14 COUNCIL REPRESENTATION TO OTHER BODIES

Council previously decided not to have reps on these bodies and rely on regular reports being submitted to council.

Hamdon Youth Family Centre	Cllr Nelms
Operates Youth Centre for Council with constitutional requirement for the clerk+Cllr)	
Memorial Hall	
Sport & Recreation	Cllr Hulett
Trust operating West Street Recreation facilities on behalf of Council	

Differed until after the Annual Parish Meeting

AM/24/15 STANDING ORDERS & FINANCIAL REGULATIONS

Council to review the following and to adopt for the coming year.

Standing Orders	Standing Orders (current).pdf
Financial Regulations	Financial Regulations.docx

Standing Orders & Financial Regulations adopted 1. Cllr Lewis 2.Cllr Dullaghan - Agreed

AM/24/16 REVIEW OF THE FOLLOWING (S.O.5)

Council are required to review its policies and procedures to ensure compliance.

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|----|------------------------------------|----------------------------|
| 1. | Committee Terms of Reference(TORs) | |
| 2. | Scheme of Delegation | Scheme of Delegation .docx |
| 3. | Councils Complaints Policy | PDF Copies |

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|----|---|--|
| 4. | Data Protection Policy | Data Protection policy.docx |
| 5. | Press & Media Policy | NA |
| 6. | Employment Policies & procedures | Employers Liability Statement of Intent.docx |
| 7. | Agreements with Not for profit organisations including legal agreements | |
| | These documents have been made available previously. | |
| 8. | Grants Policy | PDF Copies |

Differed - meet once a month to discuss policy one by one

Action working group: Cllr Gould, Cllr Lewis, Cllr Dullaghan and Cllr Fryer - report to council July 2024

AM/24/17 RISK ASSESMENT REGISTER (S.O.5)

Council to review and approve the councils risk register and to ensure council has sufficient cover for councils' risk.

Risk Register 2023.docx

Risk Register adopted 1. Cllr Fryer 2.Cllr Middleton - Agreed

AM/24/18 DIARY OF MEETINGS

Council to approve a diary for Full Council meetings.
 Full Council the first Wednesday of each month 6pm.
 Second Wednesday Planning 6pm.
 Third Wednesday F&R 6pm.
 meet in August

Diary of Meetings adopted - 1. Cllr Middleton 2.Cllr Fryer - Agreed

AM/24/19 Schedule of payments.

Due to the urgent nature of some of these payments they have been included in the agenda

Payments to be agreed by resolution:
 (Standing orders/salary pre resolved)*

South West Councils	Annual membership fee	£ 577.00
Reimburse Clerk	Association Local Council Clerks	£ 50.00
Reimburse Clerk	3 months SMARTY 4g broadband	£ 60.00
Now transferred to SSHPC		
Total		£687.00

Clerk salary APRIL Confidential Record as per
 Financial Regs 7.4.
 Listed elsewhere

Schedule of Payments adopted - 1. Cllr Nelms 2.Cllr Middleton - Agreed

AM/24/20 CONFIDENTIAL SESSION

One quote so not confidential.

AM/24/21 PARISH COUNCIL INSURANCE

The council's insurance policy is due to expire 31/5/24. Fixed for 3 years can only go up a maximum 5%, with Hiscox **£5853.36** each year

Insurance adopted - 1. Cllr Middleton 2.Cllr Nelms - Agreed