

STEDHAM WITH IPING PARISH COUNCIL

Chairman: Lucy Petrie

Clerk: Jane Crawford

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MINUTES: **Annual Meeting of Stedham with Iping Parish Council**

Held on: Wednesday 17 May 2017 beginning at 7.00 pm

At: Stedham Memorial Hall

Present: Lucy Petrie (Chairman)

Debra Chalton

Eddie Lintott

Rowland Page

Martin Perry

John Wheelhouse

In attendance: AH

1. **APOLOGIES FOR ABSENCE:** Elizabeth Griffiths and Olia Mitskevich

2. **ELECTION OF CHAIRMAN and to receive the Chairman's declaration of acceptance of office**
Eddie Lintott, the retiring Chairman, proposed Lucy Petrie be Chairman. This was seconded by John Wheelhouse and she was elected unanimously. Her acceptance of office, which included an agreement to abide by the Code of Conduct, was received by the Clerk.

3. **ELECTION OF VICE CHAIRMAN and to receive Vice-Chairman's declaration of acceptance of office:**
The Chairman proposed Debra Chalton be Vice-Chairman. This was seconded by John Wheelhouse and she was elected unanimously. Her acceptance of office, which included an agreement to abide by the Code of Conduct, was received by the Clerk.

6. **APPOINTMENT OF STANDING COMMITTEES**

Planning Committee: John Wheelhouse (Chairman) and all members of SIPC.

Environment and Amenities Committee: Martin Perry (Chairman), Elizabeth Griffiths, Olia Mitskevich and Rowland Page. The Chairman and Debra Chalton (ex officio)

Finance and General Purposes Committee: Debra Chalton (Chairman), the Chairman, Martin Perry, John Wheelhouse and the RFO (ex-officio).

The Chairman proposed, seconded by Debra Chalton, the above arrangements. All were in favour.

Resolved: The Committees were appointed as listed above.

7. **APPOINTMENTS:**

Responsible Financial Officer: Clerk

Internal Auditor: RM

Police matters and Neighbourhood Watch: Susan Payne

Emergency Officer:

The Chairman proposed, seconded by Debra Chalton, the above arrangements. All were in favour.

Resolved: The appointments were made as listed above.

8. APPOINTMENT OF REPRESENTATIVES TO:

Memorial Hall Trust: Debra Chalton

Iping and Stedham Commons Local Nature Reserve Advisory Committee: Susan Payne, Elizabeth Griffiths.

Midhurst Area Cycling: Clerk and AH

The Chairman proposed, seconded by Eddie Lintott, the above arrangements. All were in favour.

Resolved: The representatives were appointed as listed above.

9. REVIEWS

All councillors had been sent or instructed to look at the website the following papers which had been checked by the Clerk and Lucy Petrie:

Standing Orders and Financial Standing Orders

Assets register 2017

Review Insurance policy (5-year contract 2016 to 2020)

Update new Publication Scheme (2008). (Updated December 2015). The Clerk would update it in the light of the new appointments above.

Procedures for handling complaints, requests under Freedom of Information Act 2000 and Data Protection Act 1998 – the Chairman would handle complaints and the Clerk the FOI requests. As the result of a new European directive, changes were due to be made to the Data Protection in May 2018. The Clerk would attend a SSALC training session on the subject.

Council's policy for dealing with the press/media. The Chairman would speak to the press on behalf of the Council.

10. TO CONFIRM MEETING DATES FOR 2017/20180000:

Wednesdays 2017: 19 July, 13 September, 15 November

2018: 17 January, 14 March, 11 April (APM), 16 May SIPC Annual Meeting

Planning meetings would be arranged when needed

CONCLUSION: 7.20

Chairman..... Date.....