

STEDHAM WITH IPING PARISH COUNCIL

Chairman: Eddie Lintott
Clerk: Jane Crawford

MINUTES: Annual Meeting of Stedham with Iping Parish Council
Held on: Wednesday 20 May 2015 beginning at 7.00pm
At: Stedham Memorial Hall

Present: Eddie Lintott (Chairman)
David Burton Debra Chalton
Caroline Frost Olia Mitskevich
Colin Moseley Lucy Petrie
Stephen Trussler

In attendance: Six residents

The Chairman welcomed members and congratulated them on their re-election to the council. He welcomed Debra Chalton who was to be co-opted as a member.

- 1. TO RECEIVE CUNCILLOR'S DECLARATION OF ACCEPTANCE OF OFFICE**
The Clerk received the Declarations of Acceptance of Office from all Councillors. All Councillors signed the undertaking to abide by the Council's Code of Conduct.
- 2. CO-OPTION :**
Debra Chalton was co-opted on to the Council and her declarations of acceptance of office and agreement to abide by the Code of Conduct were signed and received by the Clerk.
- 3. APOLOGIES FOR ABSENCE:** Rowland Page, who had recently had a hip operation.
- 4. ELECTION OF CHAIRMAN and to receive the Chairman's declaration of acceptance of office**
Lucy Petrie proposed that Eddie Lintott continue as Chairman. This was seconded by Caroline Frost and he was elected unanimously. His acceptance of office, which included an agreement to abide by the Code of Conduct, was received by the Clerk.
- 5. ELECTION OF VICE CHAIRMAN and to receive Vice-Chairman's declaration of acceptance of office:**
The Chairman proposed that Lucy Petrie continue as Vice Chairman. This was seconded by Caroline Frost 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: The Chairman would continue as Chairman of planning and the committee would consist of David Burton, Debra Chalton, Caroline Frost, Olia Mitskevich, Colin Moseley, Rowland Page and Lucy Petrie.
Environment and Amenities Committee: Colin Moseley (Chairman), David Burton, Debra Chalton, Caroline Frost, Olia Mitskevich, Rowland Page, Lucy Petrie, Stephen Trussler and the Chairman.
Finance and General Purposes Committee: Lucy Petrie (Chairman), the Chairman, Colin Moseley, Stephen Trussler and the RFO (ex-officio).

The Chairman proposed, seconded by Colin Moseley, the above arrangements. All were in favour.

Resolved: The Committees were appointed as listed above.

7. **APPOINTMENTS:**

Responsible Financial Officer: Clerk

Internal Auditor: Robert Morrison

Police matters and Neighbourhood Watch: Susan Payne

Emergency Officer: Colin Moseley

The Chairman proposed, seconded by Stephen Trussler, the above arrangements. All were in favour.

Resolved: The appointments were made as listed above.

8. **APPOINTMENT OF REPRESENTATIVES TO:**

Memorial Hall Trust: Caroline Frost

Iping and Stedham Commons Local Nature Reserve Management Committee: Susan Payne

Midhurst Area Cycling: Clerk

The Chairman proposed, seconded by David Burton, the above arrangements. All were in favour.

Resolved: The representatives were appointed as listed above.

9. **REVIEWS**

All councillors had been sent the following papers which had undergone reviews:

Standing Orders and Financial Standing Orders

Assets register 2015 – SALC had informed a Clerks' meeting that the assets register should include the cost of the asset. Lucy Petrie did not agree and said the current arrangement of valuing assets at £1 was acceptable practice as this reflects their value now.

Insurance policy – SIPC was in the final year of a 5 year agreement with Zurich, although minor amendments had been allowed throughout that period. It had been checked by Lucy Petrie.

Update new Publication Scheme (2008).

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.

Review for 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 2015/2016:**

Wednesdays 2015: 22 July, 16 September, 18 November

2016: 13 January, 16 March, 13 April (APM), 18 May SIPC Annual Meeting

Planning meetings would be arranged when needed

CONCLUSION: 7.20

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