



Minutes of the Annual Meeting of Kingsclere Parish Council  
Held at 7.30pm on Monday 20<sup>th</sup> May 2024 in the Village Club

**AM 2024AM – Present:**

Cllrs: Conquest; Gaines, Jonas; Mussett; Peach N; Peach R.

BCllrs: Bound; Conquest; Morrow; Clerk – Ackrill; 3 members of the public.

**2024.1 – Election of Chairman:**

Cllr Clive Mussett was nominated and seconded as Chairman for the coming year which was unanimously agreed.

**Resolved:** Cllr Mussett Chairman

**1.2. Receipt of the Chairman's Declaration of Acceptance of Office:**

The Chairman's declaration of acceptance of office was signed and received by the Clerk.

**2024AM.2 – Members Apologies:** None

**2024AM.3 – Declarations of Interest:** Cllrs N Peach and R Peach both hold Allotments in the Village

**2024AM.4 – Election of Vice Chairman:**

Cllr David Conquest was nominated and seconded as Vice Chairman which was unanimously agreed.

**Resolved:** Cllr Conquest Vice Chairman

**2024AM.5 – To Appoint and Confirm Representatives:**

**5.1 Hampshire Parish Paths Co-ordinator** – Andrew Slater has kindly agreed to continue this role and the Chairman thanked Andrew and the team for all the work they do in and around the Parish.

**5.2 Parish Tree Wardens** – There were no volunteers for Tree Wardens at the time of the meeting.

**2024AM.6 – To Appoint and Confirm KPC Nominated Trustees to Kingsclere Charities:** Sue Adams is prepared to continue as a Trustee on behalf of the Council and Sue was thanked in her absence for all she does in this role. Irene Powers has sadly decided to step down as the other trustee and Irene was also thanked for her hard work and commitment whilst in this role. Both Cllrs N Peach and R peach are prepared to take Irene's place and Clerk will put the Committee and Cllr N Peach in touch first to find out more about the time commitment and if Cllr N Peach can help.

**2024AM.7 – Councillor Areas of Responsibilities:**

**7.1 HALC:** - Cllr Mussett

**7.2 BDAPTC:** Cllr Mussett

**7.3. Allotments:** Cllr N Peach and Cllr R Peach

**7.4 Cemetery:** Cllr Mussett and Cllr R Peach

**7.5 The Dell Recreation Ground & Play Area:** Cllr R Peach

**7.6 The Holding Field:** Cllr R Peach

**7.7 The Malthouse Open Space:** Cllr N Peach and Cllr H Jonas

**7.8 BDBC Play Areas:** Cllr R Peach

**7.9 Community Orchard:** Cllr N Peach

**7.10 Health and Safety Officer** the Clerk and Cllr H Jonas

**7.11 Community Engagement and Media** – this position was referred to the June meeting

**7.12 Financial Risk Management (Audit checks of Payments and Receipts):** Cllr S Gaines

**7.13 Neighbourhood Plan:** Cllrs S Gaines and N Peach

**7.14 Environment, Recycling and Biodiversity** – Cllrs N Peach and H Jonas

**2024AM.8 – To Review the Delegation Arrangements to Committees, Sub-Committees and Staff:**

Financial arrangements are dealt with by Financial Regulations and overseen by the Finance and Establishment (FE) Committee. All other arrangements are dealt with by the Committee's individual Terms of Reference.

**2024AM.9 – To Review the Terms of Reference for Committees:**

**9.1 Finance and Establishment (FE)** – the Terms were reviewed at the PPP meeting in April 2024

**Resolved:** The FE Terms of Reference dated 20<sup>th</sup> May 24 were adopted.

**9.2 General Purposes Committee (GP)** – The Terms were reviewed at the PPP meeting in April 2024

**Resolved:** The GP Committee Terms of Reference dated 20<sup>th</sup> May 2024, were adopted.

**9.3 Planning Panel (PP)** the Terms were reviewed at the PPP in April 2024

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**Resolved:** The PP Terms of Reference dated 20<sup>th</sup> May 2024 were adopted.

9.4 **Personnel Procedure and Policy Committee (PPP)** – the Terms of Reference of reviewed at the PPP meeting in April 2024. One amendment was suggested.

**Resolved:** The amended PPP Terms of Reference dated 20<sup>th</sup> May 2024 were adopted.

**2024AM.10 – To Appoint Members to Existing Committees and Sub-Committees:**

**10.1 Finance and Establishment Committee** – Cllrs: Mussett; Peach(R); Gaines; Conquest were happy to sit on this committee.

**Resolved:** Cllrs Mussett; Peach R; Gaines; Conquest were all appointed to this committee along with the RFO as per the Terms of Reference.

**10.2 General Purposes Committee** – Cllrs Jonas; Peach N; Gaines; Mussett were all happy to sit on this committee.

**Resolved:** Cllrs Jonas; Peach N; Gaines and Mussett all appointed to the GP Committee

**10.3 Planning Panel** – Cllrs Jonas; Gaines; Peach N are all happy to sit on this committee

**Resolved:** Cllrs Jonas; Gaines; Peach N were appointed to the Planning Panel along with the Clerk as per the Terms of Reference.

**10.4 Personnel Procedure and Policy Committee** – Cllrs Jonas; Peach N; Gaines and Mussett were happy to sit on this committee.

**Resolved:** Cllrs Jonas; Peach N; Gaines; Mussett appointed to this committee alongside the Clerk and the RFO as per the Terms of Reference.

**2024AM.11 – Adoption of Standing Orders and Financial Regulations:**

**11.2 Standing Orders** – The clerk pointed out that the orders do state the Clerk must hold copies of the Cllrs Interest Registers, most of these go via link directly to Basingstoke and Deane now, Clerk had asked BDBC if this is still requirement in our Standing Orders, await reply, deferred to June OM

**Action:** Clerk June OM

**11.3 Financial Regulations** – reviewed by the FE Committee April 2024 no amendments recommended.

**Resolved:** The Finance Regulations re dated 20<sup>th</sup> May 2024 were adopted.

**2024.12 – Adoption of the Local Authority’s Code of Conduct dated May 2022** - the Code of Conduct was circulated and reviewed at the PPP meeting in April 2024, adapted and amended to fit with KPC, and then reviewed again OM April 2024.

**Resolved:** The Local Authority’s Code of Conduct (adapted to KPC) now dated as of 20<sup>th</sup> May 2024 was adopted.

**2024AM.13 – Adoption of the Internal Audit Terms of Reference** – Reviewed by FE April 2024 no amendments recommended.

**Resolved:** Internal Audit Terms of Reference re dated 20<sup>th</sup> May 2024 adopted.

**2024AM.14 – Adoption of Grants KPC Policy** – reviewed and amended by PPP April 2024.

**Resolved:** Grants Policy dated 20<sup>th</sup> May 2024 adopted.

**2024AM.15 – Adoption of the KPC Reserves Policy** – reviewed by FE April 2024 no amendments recommended.

**Resolved:** Reserves Policy re dated 20<sup>th</sup> May 2024 adopted.

**2024AM.16 – Adoption of the KPC Investment Policy** – reviewed by FE April 2024 no amendments recommended.

**Resolved:** Investment Policy re dated 20<sup>th</sup> May 2024 adopted.

**2024AM.17 - Review of Inventory of Land and Other Assets Including Buildings and Office Equipment: Asset register reviewed and updated by FE April 2024.**

**Resolved:** Asset register dated 8<sup>th</sup> as circulated was adopted.

**2024AM.18 – Review Scheme of Delegation to Proper Officers – reviewed by PPP April 2024 no amendments recommended.**

**Resolved:** Scheme of Delegation to Proper Officers re dated 20<sup>th</sup> May 2024 adopted.

**2024AM.19 – Confirmation of Arrangements for Insurance Cover in Respect of All Insurance Risks:**

The insurance renewal forms part of the agenda on the Full Council meeting following this meeting. Cllrs agreed to defer the Insurance discussion and review of the final schedule to the proceeding Council meeting

**Resolved:** Deferred for discussion proceeding Full Council 20<sup>th</sup> May 2024

**2024AM.20 – Review and Approval of Councils and Staff Subscriptions to other Bodies -** A list of Subscriptions had been circulated and linked to the agenda Hampshire Association of Local Councils, Society of Local Council Clerks, Information Commissioners Office, National Allotment Society and the Institute of Cemetery and Crematorium Management.

**Resolved:** Total Subscriptions of detailed Subscriptions as listed at £1483 Net pa as per list was approved.

**2024AM.21 – Review and Approval of Regular Direct Debit and Auto Contract Payments –** details of the Regular Payments had been circulated and linked to the agenda these were to Microsoft, Talk Talk, Opus, VF, Hugo Fox, Business Stream and Ionos.

**Resolved:** Regular Payments listed above were acknowledged and approved.

**2024AM.22 - Review of the Council's Expenditure Incurred Under S.137 of the Local Government Act 1972:** The Chairman announced this item will be addressed as part of the Annual Return / Accounting Statements covered in the proceeding Full Council Meeting items 14.1 and 14.2.

**Resolved:** Agreed to defer to proceeding Full Council Meeting.

**2024AM.24 – Review of the Council's Policies, Procedures, and Practices in Respect of its Obligations Under the Freedom of Information and Data Protection Legislation:**

**24.1 Data Retention Policy –** this was reviewed and recommended at PPP April 2024

**Resolved:** Date Retention Policy re dated 20<sup>th</sup> May 2024 was adopted

**24.2 Data Protection Policy –** This was reviewed and recommended at PPP April 2024

**Resolved:** Data Protection Policy re dated 20<sup>th</sup> May 2024 was adopted

**24.3 Freedom of Information Policy (containing Publication Scheme) –** This was reviewed and recommended at PPP and followed up at Full Council Meeting both April 2024.

**Resolved:** Freedom and Information Policy dated 20<sup>th</sup> May 2024 was adopted

**2024AM.25 – Review of the Council's Policy for Dealing with the Press / Media:** - this was reviewed and recommended by PPP April 2024.

**Resolved:** Press and Media Policy re dated 20<sup>th</sup> May 2024 was adopted.

**2024AM.26 – Review of the Council's Employment Policies and Procedures:**

**26.1 Disciplinary Policy –** this was reviewed and recommended by PPP April 2024

**Resolved:** Disciplinary Policy re dated 20<sup>th</sup> May 2024 was adopted.

**26.2 Equality Diversity and Inclusion Policy –** this was reviewed and recommended by PPP April 2024

**Resolved:** Equality Diversity and Inclusion Policy re dated 20<sup>th</sup> May 2024 was adopted.

**26.3 Grievance Policy – this was reviewed and recommended by PPP April 2024.**

**Resolved:** The Grievance Policy re dated 20<sup>th</sup> May 2024 was adopted.

**2024AM.27 – Review of Councils Privacy Notices**

**27.1 General - this was reviewed by PPP April 2024 and recommended.**

**Resolved:** General Privacy Notice re dated 20<sup>th</sup> May 2024 was adopted.

**27.2 Staff, Councillors and Role Holders – this was reviewed and recommended by PPP April 2024**

**Resolved:** Privacy Notice for Staff Councillors and Role Holders re dated 20<sup>th</sup> May 2024 was adopted.

**2024AM.28 – Review of Allotment Allocation Policy** – this policy was circulated and linked to the meeting agenda. All Councillors were happy with the content of the policy.

**Resolved:** Allotment Allocation Policy dated 20<sup>th</sup> May 2024 was adopted.

**2024AM.29 – Administration: Schedule of Meetings**

Meeting dates for June 2024 to May 2025 were reviewed and approved

Meeting closed 19.55

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

**Distribution: Cllrs:** D Conquest; S Gaines; J Jonas; C Mussett; N Peach; R Peach;  
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