

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY JULY 13TH 2021

Item 13. Matters relating to the order of business under Standing Order 5J at the Annual Parish Council Meeting held on May 4th 2021

a. MATTER 1 - Standing Order 5J (xi). Review of representation on or work with external bodies and arrangements for reporting back

When agreeing the appointment of a Council representative to the Copythorne Parish Hall Committee it was wrongly assumed by the Clerk that the Parish Hall Committee required the Council to appoint the Council Chairman as it's representative. A vote was taken and Cllr. Graham Chillcott was duly appointed based on this assumption.

It was subsequently established that the Parish Hall Committee does not stipulate that the Council's representative should be the Council Chairman.

Two councillors have made written representation to me as - the Proper Officer - under Standing Order 7a for the resolution to appoint Cllr. Graham Chillcott to be reversed and in accordance with Standing Order 9 have requested a motion at today's meeting that the appointment of the Council's representative to the Parish Hall Committee be discussed again.

Accordingly, under this item the Council is asked to nominate and vote for a member to represent the Council on the Parish Hall Committee

Voting will be in accordance with Standing Order 8 (Voting on Appointments).

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

RECOMMENDATIONS

- 1. That the Council agrees to reverse the original decision made on May 4th 2021 (as part of minute 97/21) to appoint Cllr. Graham Chillcott as its representative to the Parish Hall Committee.**
- 2. That the Council seeks nominations for the role of its representative to the Parish Hall Committee and then votes on the nominations received in accordance with Standing Order 8.**

b. MATTER 2 - Standing Order 5J (xvi to xx)

These five items were not reviewed as required.

I confirm that I have reviewed the above items and as Proper Officer I can report to the Council on these points as follows:-

xvi. Review of the Council's complaints procedure

The procedures remain appropriate. The only change that needs to be made is that allegations/complaints/issue relating to Financial Irregularity should now be referred to PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus, Canary Wharf, London, E14 4HD who are the external auditor appointed by The Smaller Authorities Audit Appointment Ltd. The Council's Complaints Procedure will be amended accordingly.

xvii. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)

The policies, procedures and practices remain appropriate.

xviii. Review of the Council’s policy for dealing with the press/media

The policy (known as “Protocol for reporting at meetings”) remains appropriate, subject to the Clerk’s details being updated.

xix. Review of the Council’s employment policies and procedures

The policies and procedures within the Council’s Staff Handbook remain appropriate

xx. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

In the 2020/21 Financial Year the Council awarded eight grants totalling £2,582 grants under section 137 of the LGA 1972. Of these six grants totalling £1,832 were related to a COVID-19 support grant of the same amount given to the Council by New Forest District Council.

In the 2021/22 Financial Year the Council has currently allocated £500 towards providing section 137 grants.

The Council does not hold the General Power of Competence (Localism Act 2011, ss 1-8)

RECOMMENDATION

3. That the Council approves the Proper Officer’s review of the policies, procedures and practices detailed above (including required changes) for Standing Order 5J (xvi to xix)
4. That the Council notes the review above required by Standing Order 5J (xx)

DAVID RIGBY
Parish Clerk
June 24th 2021