



# New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP  
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**Minutes of the meeting of the Annual Meeting of New Alresford Town Council held at Alresford Recreation Centre, The Avenue, Alresford, SO24 9EP, on Monday 20 May 2019 commencing at 7.30pm**

| Name                     | Present | Apologies | Absent |
|--------------------------|---------|-----------|--------|
| Cllr Divall (Chair)      | ✓       |           |        |
| Cllr Sprott (Vice-Chair) | ✓       |           |        |
| Cllr Gordon-Smith        | ✓       |           |        |
| Cllr Bean                | ✓       |           |        |
| Cllr Byrne               | ✓       |           |        |
| Cllr Cavell              | ✓       |           |        |
| Cllr Evans               | ✓       |           |        |
| Cllr Griffiths           |         | ✓         |        |
| Cllr Holmes              | ✓       |           |        |
| Cllr Jeffs               | ✓       |           |        |
| Cllr Witchard            | ✓       |           |        |

**ALSO PRESENT:** Sarah Johnson – Deputy Clerk, Marcia Phillibert – Town Clerk

The previous Chair S. Deeming welcomed all present to the meeting.

**19/063 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE.**

Apologises Councillor Griffiths – Personal

**19/064 TO ELECT CHAIR OF NEW ALRESFORD COUNCIL FOR MUNICIPAL YEAR 2019/20**

A proposal was received, seconded and voted in favour of electing Councillor Keith Divall as Chair of New Alresford Town Council for Municipal year 2019/20

**RESOLVED: That Councillor Keith Divall is Chair of New Alresford Town Council for Municipal year 2019/20**

**(i) TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR**

Councillor Divall declared his acceptance of Office as Chair of New Alresford Town Council.

The Chair thanked previous Councillors Deeming, Pinch, Power, Spencer and E. Jeffs for their support to the Town over the previous years.

**19/065 TO ELECT VICE CHAIR OF NEW ALRESFORD COUNCIL FOR MUNICIPAL YEAR 2019/20**

A proposal was received, seconded and voted in favour of electing Councillor Andrew Sprott as Vice Chair of New Alresford Town Council for Municipal year 2019/20

**RESOLVED: That Councillor Andrew Sprott is Vice Chair of New Alresford Town Council for Municipal year 2019/20**

**19/066 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS ON ITEMS ON THE AGENDA.**

**19/067 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**

The Clerk advised nothing received for this meeting

**19/068 PUBLIC PARTICIPATION FOR FIFTEEN MINUTES TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO RAISE QUESTIONS TO ASK QUESTIONS OF, AND MAKE COMMENTS, REGARDING THE TOWN COUNCIL. QUESTIONS NOT ANSWERED AT THIS MEETING WILL BE ANSWERED IN WRITING TO THE PERSON ASKING THE QUESTION OR MAY APPEAR AS AN AGENDA ITEM FOR THE NEXT MEETING. EACH PERSON WISHING TO SPEAK WILL BE ALLOWED A MAXIMUM OF THREE MINUTES.**

*(Public Bodies (Admission to Meetings) Act 1960, Section 1)*

**19/069 CITY COUNCILLORS REPORT**

Councillor Power discussed Air quality and that Winchester City Council are in the process of printing posters that New Alresford Town Council may receive regarding vehicles remaining idle with engines running.

To make enquiries to receive Air quality monitoring data.

**COUNTY COUNCILLORS REPORT**

Noted

**19/070 TO RECEIVE AND APPROVE MINUTES AND RECOMMENDATIONS OF THE TOWN COUNCIL MEETING HELD ON 19 MARCH 2019 (Circulated)**

*(LGA 1972 Sch 12 para 41(1))*

Subject to amendments as discussed. A proposal was received, seconded and voted in favour of accepting the minutes as a true and accurate record of the meeting on 19 March 2019.

**RESOLVED: That the minutes of the meeting held on 19 March 2019 be accepted and approved as a true and accurate record.**

**19/071 TO RECEIVE UPDATE RE TRAINING FOR STAFF AND COUNCILLORS.**

The Clerk delivered training in respect of the Induction pack delivered to councillors prior to the meeting. The induction pack contained;

1. Acceptance of Office Form
2. Notices and Communications Form
3. Register of Interest Form
4. Guide for Councillors
5. Code of Conduct
6. Standing Orders
7. Financial Regulations
8. Role of the Chairman
9. Good Councillor Guide 2018
10. Good Councillor Guide on Finance and Transparency

Also discussed options of further training at New Alresford in respect of Council property.

**19/072 TO RECEIVE AND APPROVE THE ALRESFORD MUSIC FESTIVAL AGREEMENT.**

Chair Divall excluded himself from this Agenda item

Subject to amendments as discussed. A proposal was received, seconded and voted in favour of accepting the Alresford Music Festival Agreement.

**RESOLVED: That the Alresford Music Festival Agreement be accepted.**

**19/073 TO RECEIVE AND APPROVE TERMS OF REFERENCE FOR THE FACILITIES COMMITTEE.**

A proposal was received, seconded and voted in favour of accepting the Terms of Reference as template format for all Committees and that the Facilities Committee Terms of Reference be accepted

**RESOLVED: That the Terms of Reference as template format for all Committees and that the Facilities Committee Terms of Reference be accepted.**

**19/074 TO RECEIVE AND APPROVE DETAILED BALANCE SHEET, BANK RECONCILIATION, BANK STATEMENTS AND INCOME AND EXPENDITURE REPORT AS AT 31 MARCH 2019**

*(Internal Audit Accounts & Audit Regulations 2003 Reg 2)*

| <b>Ledger</b>                      | <b>Balance</b> |
|------------------------------------|----------------|
| Balance Sheet(Asset – Liabilities) | 285,530        |
| Income - Expenditure YTD           | 87,049         |
| Current Account                    | 192,835.90     |
| 32 Day Notice                      | 100,700.67     |

A proposal was received, seconded and voted in favour of accepting the Detailed Balance Sheet, Bank Reconciliation, Bank Statements and Income and Expenditure Report as at 31 March 2019.

**RESOLVED: That the Detailed balance sheet, Bank reconciliation, Bank statements and Income and Expenditure report as at 31 March 2019 be accepted and approved.**

**19/075 TO APPROVE DATES OF COUNCIL AND COMMITTEE MEETINGS FOR THE MUNICIPAL YEAR 2019/20**

A proposal was received, seconded and voted in favour of approving the dates of Council and Committee Meetings for Municipal year 2019/20

**RESOLVED: That the dates of Council and Committee Meetings for Municipal year 2019/20 be accepted.**

**19/076 TO APPOINT MEMBERS TO NEW ALRESFORD TOWN COUNCIL COMMITTEES**

**(i) ECONOMY AND TOURISM COMMITTEE**

Councillors Sprott, Cavell, Holmes, Evans, Gordon-Smith, Griffiths.

**(ii) FINANCE COMMITTEE**

Councillors Bean, Jeffs, Divall, Gordon-Smith, Evans.

**(iii) FACILITIES COMMITTEE**

Councillors Byrne, Cavell, Jeffs, Divall, Witchard.

(iii) **PLANNING COMMITTEE**

Councillors Byrne, Spratt, Jeffs, Gordan-Smith, Holmes.

(iv) **RECREATIONAL AND ENVIRONMENT COMMITTEE**

Councillors Spratt, Holmes, Griffiths, Jeffs, Witchard, Byrne, Bean, Gordon-Smith

(vi) **STAFFING COMMITTEE**

Councillors Evans, Bean, Jeffs, Holmes

(vii) **STAFFING APPEALS PANEL**

Councillors Byrne, Spratt, Witchard.

**19/077 TO RECEIVE AND APPROVE PAYMENTS UP TO 30 APRIL 2019**

Receive and review of Purchase ledger payments to the net value of £14,085.61 and £23,169.38

Receive and review schedule of payments 19 March 2019 – 30 April to the value of £16,728.64

A proposal was received, seconded and voted in favour of accepting and approving the purchase ledger and schedule of payments for March and April 2019.

**RESOLVED: That the purchase ledger and schedule of payments for March and April 2019 be accepted and approved.**

**19/078 TO RECEIVE NEW ALRESFORD TOWN COUNCIL STANDING ORDERS**

A proposal was received, seconded and voted in favour of accepting New Alresford Town Council Standing Orders last approved 26 February 2019

**RESOLVED: New Alresford Town Council Standing Orders last approved 26 February 2019 be received.**

**19/079 TO RECEIVE NEW ALRESFORD TOWN COUNCIL FINANCIAL REGULATIONS**

A proposal was received, seconded and voted in favour of accepting New Alresford Town Council Financial Regulations last approved 2015 and currently in the process of being revised.

**RESOLVED: New Alresford Town Council Financial Regulations last approved 2015 be received.**

**19/080 TO RECEIVE, REVIEW AND APPROVE PUBLIC LIABILITY INSURANCE.**

Review of Public liability insurance renewal date 24 June 2019 and to include cyber Insurance.

A proposal was received, seconded and voted in favour of renewing the Public liability Insurance at a price of £6012 to include Cyber insurance at an additional cost of £319.20

**RESOLVED: That the Public liability Insurance at a price of £6012 to include Cyber insurance at an additional cost of £319.20 be renewed**

**19/081 REPORTS AND ISSUES - FOR INFORMATION ONLY**

(i) **COMMUNITY SPRING CLEAN LITTER PICK**

Completed the return to Winchester City Councillor who supported the Litter Pick with a grant.

- (ii) **MR VEITCH AND MR HARRISON THANKED FOR THEIR PRESENTATIONS AT THE ANNUAL TOWN ASSEMBLY HELD 7<sup>TH</sup> MAY 2019.**

Noted

- (v) **FORUM ARTICLES WILL BE DRAFTED BY THE CLERKS**

Councillors to submit items for the Forum to the clerks by the 1<sup>st</sup> of the month.

- (vi) **THE CLEANING CONTRACT WITH SERVICE MASTER HAS CONCLUDED**

Cleaning contract concluded as of 1 May 2019 - Noted

- (v) **PUBLIC WORKS LOAN STATEMENT**

The total outstanding balance as at 31 March 2019 is £234,205.79

**Date of next meeting Tuesday 18 June 2019 at Alresford Recreation Centre, The Avenue, Alresford, SO24 9EP, commencing at 7.30pm.**

**19/082 The Town Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature of the business about to be transacted.**

*(Public Bodies (Admission to Meetings) Act 1960 section 1(2))*

A proposal was received, seconded and voted in favour of excluding the public.

**RESOLVED: That members of the public are excluded.**

- (i) **TO RECEIVE AND APPROVE NEW ALRESFORD TOWN COUNCIL EMPLOYMENT CONTRACT**

A proposal was received, seconded and voted in favour of New Alresford Town Council contract of employment be approved.

**RESOLVED: That New Alresford Town Council contract of employment be approved.**

**The meeting concluded at 9.22 pm**

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