

**TICHBORNE PARISH COUNCIL**  
**Minutes of the Annual Council Meeting of the Parish Council held**  
**at 6.45pm on Tuesday 3rd June 2014 at Alresford Golf Club**

**15/1) To elect a Chairman of the Council for the municipal year 2014-15**

The Clerk sought nominations for the post of Chairman of the Parish Council.

Cllr Kilmister proposed himself and Cllr Raimes seconded his proposal.

There were no other nominations received.

By a show of hands Cllr Kilmister was **elected** Chairman of the Parish Council for the municipal year 2014-15

Having being duly elected Chairman of the Parish Council for the municipal year 2014-15, Cllr Kilmister signed the acceptance of office declaration in the presence of the Clerk.

**15/2) Apologies.**

Mr J Curtis	Councillor
Mr H Verney	District Councillor
Mr R Huxstep	County Councillor

**Present.**

Mr P Kilmister	Chairman
Mr R Foot	Councillor
Mrs G Hugh	Councillor
Mr N Kinder	Councillor
Mr A McWhirter	Councillor
Mr R Raimes	Councillor

Mr B Gibbs	Clerk
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One member of the general public

**15/3) Declarations of Interest.**

a) None recorded.

b) The Clerk briefly explained that individual councillor's declaration of interests are now monitored and governed by the Localism Act 2011. Disclosable Pecuniary Interests now need to be recorded within the forms supplied by Winchester City Council. Once recorded, each councillor's declaration of interests form will be published on the City Council's website as a public document.

**15/4) To elect a Vice-Chairman of the Council for the municipal year 2014-15**

Cllr Kilmister proposed Cllr Raimes as Vice-Chairman of the Parish Council for the municipal year 2014-15. Cllr Hugh seconded this proposal.

There were no other nominations received.

By a show of hands Cllr Raimes was **elected** Vice-Chairman of Tichborne Parish Council for the municipal year 2014-15

Chairman's signature .....

date.....

## **15/5) Public Session**

There was no requirement for a Public Session as no member of the public wished to address the meeting.

## **15/6) Bank mandates (Lloyds TSB). To consider any changes to the current signatories.**

Cllr Hugh was requested to speak to the Clerk in order to arrange for her signature to be added to the bank mandate. The Clerk said to the meeting that a new bank mandate would have to be completed as this was a newly elected Council. All hoped the process would not be too prolonged.

## **15/7) Internal Audit - Financial and non-financial risk assessment. To complete the annual review of existing systems and controls.**

The Clerk presented the completed financial risk assessment to the meeting. There were several recommendations being made by our internal auditor regarding outstanding tasks needing completion. The majority of these tasks will be the responsibility of the Clerk to complete but there are three items regarding the Council's Fixed Asset Register that will need to be completed by the Parish Council as a corporate body over the next year.

c) Fixed Assets.

It was noted that the Parish Council's Fixed Asset Register requires a review due to the addition of a few items including the Diamond Jubilee Bench at the St Andrew's churchyard.

## **15/8) Tichborne Parish Council Standing Orders review November 2013.**

All councillors have now had a chance to review the draft new model standing orders. This document will bring the Parish Council into line with recent legislation such as the Localism Act 2011 and will provide the Council with a robust set of modern guidance on the way meetings are managed and business conducted.

It was **resolved** to adopt the new Model Standing Orders as the first item of business at the meeting of the Parish Council due to be held on the 15<sup>th</sup> July 2014 or shortly thereafter.

## **15/9) Councillors' responsibilities.**

**The following responsibilities were allocated to individual councillors for the municipal year 2014-15**

Lengthsman scheme - John Curtis  
Planning and Licensing - Anthony McWhirter  
Highways and environment - Robert Raimes  
Litter - Neil Kinder  
Spring gardens - To be confirmed  
Longwood - To be confirmed  
Ladycroft - John Curtis  
Website and notices - Neil Kinder  
Local church authority liaison - Robert Foot  
Tichborne Park Cricket Club liaison – The Clerk and Robert Foot

Liaison with the Tichborne Estate will continue to be managed by the Clerk to the Parish Council with the Chairman and vice-Chairman supporting him.

There being no further business the Annual General Meeting closed at 6.57pm

**Brendan Gibbs**  
**Clerk to the Parish Council of Tichborne.**

Chairman's signature .....

date.....