



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

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**Minutes of the Annual General meeting  
held on Tuesday 14 May 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

P	Cllr Anderson	Ap	Cllr Jermy	P	Cllr Tennent
P	Cllr Barrett	Ap	Cllr McGuinness	P	Cllr Warrilow
Ap	Cllr Bird	Ap	Cllr Mignot		Vacancy
P	Cllr Couldrey	P	Cllr Scott		Vacancy
P	Cllr Douglas	P	Cllr Spearey		Vacancy

**Officers in attendance:** Ms M Stephens, Clerk & Mrs L Greenslade, Deputy Clerk.

## PUBLIC SESSION

None present.

### 1 ELECTION OF CHAIRPERSON

Cllr Spearey moved that Cllr Douglas be elected Chairperson of the Council for the ensuing municipal year. The motion was seconded by Cllr Barrett. There were no other nominations.

#### RESOLVED

That Cllr Douglas be appointed as Chairperson for the ensuing municipal year. Cllr Douglas took the Chair, and signed the declaration of acceptance of office, formally witnessed by the Clerk.

Cllr Douglas took the Chair.

### 2 ELECTION OF VICE-CHAIRPERSON

Cllr Barrett moved that Cllr Spearey be elected Vice-Chairperson of the Council for the ensuing municipal year. The motion was seconded by Cllr Scott. There were no other nominations.

#### RESOLVED

That Cllr Spearey be appointed as Vice-Chairperson for the ensuing municipal year.

### 3 DECLARATIONS OF INTEREST

None received.

### 4 MINUTES

#### RESOLVED

That the minutes of the Full Council meeting held on 15 April 2019 be signed by the Chairperson as a correct record.

## **5 MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES**

### **RESOLVED**

- a) That the Membership of the Committees, as set out in Appendix 1 to these minutes, be agreed; and
- b) That outside bodies representatives attached at Appendix 2 to these minutes, be agreed.

## **6 MEETING DATES**

### **RESOLVED**

That the meeting dates attached at Appendix 3 to these minutes for 2019-2020 be agreed.

## **7 STANDING ORDERS**

Cllr Tennent suggested a rotating Chair and Vice-Chairman system on an annual basis. Cllr Warrillow agreed. Cllr Spearey and other Members believed the current practice had worked satisfactorily for the past several years. It was agreed to review Standing Orders in March 2020.

### **RESOLVED**

- a) That Standing Orders be adopted; and
- b) That a review of Standing Orders would take place at the Full Council meeting on 16 March 2020.

## **8 FINANCIAL REGULATIONS**

### **RESOLVED**

That Financial Regulations be adopted.

## **9 FINAL ACCOUNTS**

### **RESOLVED**

- a) That the final accounts for the year ending March 2019 be approved;
- b) That the internal auditor's comments be noted; and
- c) The annual return be completed.

## **10 ANNUAL GOVERNANCE RETURN 2018/19**

### **RESOLVED**

That the Annual Governance & Accountability Return 2018/19 be approved.

## **11 FINANCE REPORT**

Members considered the report of the Responsible Financial Officer.

### **RESOLVED**

- a) That the report be approved; and
- b) That cheque singing and BACS payments be authorised.

**12 DECLARATION OF ACCEPTANCE OF OFFICE**

Due to personal circumstance, Cllr Bird was unable to sign his declaration of acceptance of office within the prescribed timeframe (on or before the first meeting of the Council after election), as such it was

**RESOLVED**

That Cllr Bird be permitted to sign his declaration of acceptance of office at a later meeting, in the presence of the Proper Officer.

**13 EXCLUSION OF THE PUBLIC AND THE PRESS**

**RESOLVED**

“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matters)”.

**14 STAFFING MATTERS**

There is a confidential minute for this item.

This was all the business and the meeting closed at 7.50 pm.

Signed ..... Chairman

- Attachments:  
Appendix 1  
Appendix 2  
Appendix 3

## Membership of Committees May 2019

## Appendix 1

### **Asset Committee** (8 members)

Cllr S Anderson  
Cllr C Bird  
Cllr H Douglas  
Cllr D Scott  
Cllr P Spearey  
Cllr G Warrillow  
X 2 Vacancies

### **Finance Committee** (8 members)

Cllr P Barrett  
Cllr H Douglas  
Cllr N Couldrey  
Cllr M Jermy  
Cllr H McGuinness  
Cllr P Spearey  
Cllr B Tennent  
Vacancy

### **Planning Committee** (6 members)

Cllr M Jermy  
Cllr T Mignot  
Cllr H McGuinness  
Cllr D Scott  
Cllr G Warrillow  
Vacancy

### **Community Events Sub-Committee** (6 members)

Cllr S Anderson  
Cllr H Douglas  
Cllr H McGuinness  
Cllr P Spearey  
Cllr G Warrillow  
Vacancy

### **Horton Heath Sub-Committee** (6 members)

Cllr M Jermy  
Cllr H Douglas  
Cllr T Mignot  
Cllr D Scott  
Cllr P Spearey  
Vacancy

### **Local Plan Task & Finish Group** (5 members)

Cllr C Bird  
Cllr H Douglas  
Cllr D Scott  
Cllr P Spearey  
Vacancy

**OUTSIDE BODIES REPRESENTATIVES 2019/20****Appendix 2**

<b>ORGANISATION</b>	<b>Suggested Representatives</b>	<b>Reporting Schedule to Council</b>
Allotment Association	Cllr M Jermy	July 19
Eastleigh District Association of Local Councils	Cllr N Couldrey	August 19
Fair Oak Village Hall Management Committee	Cllr H McGuinness	September 19
Fair Oak Squash Club	Cllr H Douglas	October 19
Twynams Trustees	Vacancy	November 19
Street Pastors	Cllr P Spearey	December 19
Y-Zone Management Committee	Cllr H Douglas	January 20