

Hopton and Coton Parish Council

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Minutes of the Meeting held on Wednesday 12th January 2022

In the absence of the Chair, Members resolved that Councillor Steve Spennewyn be elected to Chair the meeting

A period of ten minutes was held before the meeting to allow Members of the public to raise questions or make comments on items on the Agenda

A resident passed on their comments regarding the recent Finance and Governance Committee Meeting and also the works undertaken by the Parish Council and its precept allocation. Councillor Spennewyn provided a response

21/331 Present:-

Councillors Lewis Brindley, June Brown-Bullivant, Paul Lamond, Steve Spennewyn and David Stubbs

In Attendance:-

Hannah Marr (Clerk)

21/332 To receive apologies

Apologies were received from Councillors Paul Gilbert and John Rogers

21/333 To receive declarations of interests

Councillor Paul Lamond declared an interest relating to payments

21/334 To consider the approval of payments

It was resolved by Members to consider this matter further down the agenda

21/335 To receive an update report from the County Councillors covering the Hopton and Coton Parish

No update report was received

21/336 To receive an update report from the Borough Councillors covering the Hopton and Coton Parish

Councillor Frances Beatty provided an update to the meeting

21/337 To consider matters relating to local policing matters

Due to operational commitments the PCSOs were unable to attend

21/338 To consider matters related to Members Declarations of Interests Forms

All Members were requested to update and complete their Declaration of Interests Forms

21/339 To consider matters related to recommendations made by the Finance and Governance Committee

An update was provided by the Clerk and Councillor Steve Spennewyn Chair of the Finance and Governance Committee

The update included:-

1. Councillor Spennewyn was appointed as Chair and Councillor Stubbs as Vice Chair
2. Finance and Governance Terms of Reference be approved
3. Three Members of the public were appointed to the Finance Advisory Group:-
 - Anna Elkin
 - David Leech
 - Phil Cunningham
4. The Year to Date Finance position of the Council was reviewed
5. The Council financial expenditure for the financial year 2021 / 2022 was reviewed
6. The transparency and publication for the Councils financial information was reviewed and it was recommended by the Committee that the Council purchases financial software from Scribe at a costs of £288 per annum and a one off set up charge of £197 – a total of £485 plus VAT in the first year
7. The Councils Communication Plan was reviewed specifically the ongoing work:-
 - Implementation of the Councils new website
 - Introduction of Councillor emails for Council business
 - A standing item regarding HS2 will be added to future meetings and contact will be made with the HS2 Community Engagement Manager to gain further information on progress and work so far which will be fed back to future meetings
 - Response to emails and correspondence from the Clerk and Councillors
8. The Council reviewed a number of the Councils Policies and made a recommendation to Council that the following be adopted:-
 - Financial Regulations
 - Standing Orders
 - Standing Orders for Contracts
 - Procurement Policy
 - Councillor Code of Conduct
 - Member – Officer Protocol
9. Matters relating to the Village Hall were discussed and further information will be presented to the Committee at a future meeting

Members **resolved** to approve the recommendations made

21/340 To consider matters related to payments

Councillors **resolved** to consider matters related to payments at this point of the meeting

Payments were approved totalling:-

- Net: £2,961.49
- Gross: £3,213.85

21/341 To consider matters related to undelivered Council materials

Councillor Paul Lamond provided an update and further discussions will take place at the next meeting of Council

21/342 To consider matters to Hopton and Coton Village Hall

Councillor Paul Lamond provided an update

21/343 To consider matters to Parish Council activities and projects within the community

Members discussed potential activities and projects which will be discussed at future meetings of the Parish Council

21/344 To consider matters related to the Councils Communication Plan

Councillor Steven Spennewyn provided an update

21/345 To consider matters related to the Neighbourhood Plan

Members discussed the Neighbourhood Plan which will be further discussed at future meetings of the Parish Council

21/346 To consider matters related to the Employment Committee

Members **resolved** to appoint Councillors Brown-Bullivant and David Stubbs to the Committee and a date will be set in February for a meeting

The meeting closed at 8.43pm