



## Hockley Parish Council

Cllrs M Anderson, N Boxall, M Carter, T Carter, S Chelmsford,  
T Gleadall, B Hazlewood, S James, R Martin, S Martin,  
P Meacham, B. O'Shea, V Randall & L Vingoe

### Minutes of Hockley Parish Council Meeting Held at the Old Fire Station at 7.30pm on Monday 19th FEBRUARY 2018

ITEM	SUBJECT
<b>FC18/23</b>	<p style="text-align: center;"><b>Meeting Commenced at 7.45pm</b></p> <p><b>Members Attending.</b>  Chairman: Cllr R Martin  Present: Cllrs Anderson, Boxall, M Carter, T Carter, Gleadall, Hazlewood, James, S Martin, Randall, Meacham  Also present: The Clerk, Admin Assistant and one member of the public  Apologies: Cllrs O'Shea, Chelmsford &amp; Vingoe.  <b>Resolved.</b> Apologies for absence were accepted for Cllrs O'Shea, Chelmsford &amp; Vingoe.  Proposed by Cllr R Martin, seconded by Cllr Anderson and carried unanimously</p>
<b>FC18/24</b>	<p><b>Declaration of Interests.</b>  None declared.</p>
<b>FC18/25</b>	<p><b>To Confirm the Minutes of Council meeting held 15th January 2018</b>  <b>Resolved:</b> The minutes of Full Council Meeting held on 15th January 2018 are accepted as a true record. Proposed Cllr R Martin seconded Cllr Randall, agreed unanimously and signed by the Chairman.   <b>Action:</b> The Clerk</p>
<b>FC18/26</b>	<p><b>Public participation.</b>  There were no members of the public present.</p>
<b>FC18/27</b>	<p><b>To approve recommendations of confidential Personnel Minutes of 17th January 2018</b></p> <p><b>FC18/27.1 Personnel Committee:</b>  <b>Resolved:</b> It was resolved that Hockley Parish Council approves a new full Personnel Committee with revised Terms of Reference and an allocated budget to replace the Personnel Subcommittee currently under the Resources &amp; Procedures Committee. Proposed Cllr R Martin seconded Cllr Randall, agreed unanimously.</p> <p><b>FC18/27.2 Personnel Sub Committee:</b>  <b>Resolved:</b> It was resolved that Hockley Parish Council approves a new Personnel Sub Committee consisting of 3 members from the Personnel Committee with new Terms of Reference and delegated powers to oversee any matters deemed to be confidential relating to council staff or members.  Proposed Cllr R Martin seconded Cllr Boxall, agreed unanimously.</p>

FC18/28	<p><b>To Review and approve amendments to Draft Terms of Reference and Committee Structure for 2017/18</b></p> <p><b>Resolved.</b> It was resolved that the Council agrees the amendments to the Terms of Reference and Committee Structure for 2017/18 and Revision 28 be approved. Proposed Cllr R Martin Seconded Cllr Anderson and agreed unanimously.</p> <p><b>Action:</b> Clerk</p>
FC18/29	<p><b>To Review Draft Standing Orders for 2017/18 and approve amendments to Section 19</b></p> <p><b>Resolved.</b> It was resolved that the Council agrees and approves amendments to Section 19. Proposed Cllr R Martin Seconded Cllr Randall and agreed unanimously.</p> <p><b>Resolved.</b> It was resolved that the Council agrees and approves Standing Orders for 2017/18. Proposed Cllr S Martin Seconded Cllr Anderson and agreed unanimously.</p> <p><b>Action:</b> The Clerk</p>
FC18/30	<p><b>To Review Draft Financial Regulations for 2017/18</b></p> <p><b>Resolved.</b> It was resolved that no amendments were considered necessary to this document. The Council reviewed and agreed the Financial Regulations for 2017/18. Proposed Cllr R Martin Seconded Cllr Anderson and agreed unanimously.</p> <p><b>Action:</b> The Clerk</p>
FC18/31	<p><b>To consider a draft schedule of Council Meetings for 2018/19 for approval at the Annual Meeting in May 2018</b></p> <p>The Council agreed to present the draft schedule of Council Meetings for 2018/19 for approval at the Annual Meeting in May 2018.</p>

<p><b>FC18/32</b></p>	<p><b>Exclusion of Press and Public in accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be discussed, in the opinion of the Council, it was advisable in the public interest that the public and press be excluded.</b></p> <p><b>RESOLVED:</b> It was resolved to close the meeting to press and public under the above Exclusion Clause. Proposed: Cllr R Martin Seconded Cllr James. Agreed unanimously</p> <p>Meeting closed to the public 9.19pm</p> <p><b>To receive a report on confidential Staff Matters</b></p> <ul style="list-style-type: none"> <li>• Members were informed of staff in confidence matters.</li> </ul> <p><b>Action:</b> The Clerk to look into indemnity insurance to cover the council from fraudulent activity.</p> <p><b>To receive a confidential report and recommendation on the council’s banking arrangements with Barclays Bank.</b></p> <p><b>FC18.32.1</b>  <b>Resolved.</b> It was resolved that Hockley Parish Council instructs Barclays Bank to close the council’s Business Premium Account.  Proposed Cllr R Martin Seconded Cllr Randall and agreed unanimously.</p> <p><b>FC18/32.2</b>  <b>Resolved.</b> It was resolved that Hockley Parish Council instructs Barclays Bank to transfer the closing balance on the council’s Business Premium Account to the council’s Metro Bank Communities Account.  Proposed Cllr R Martin Seconded Cllr M Carter and agreed with one abstention.</p> <p><b>FC18/32.3</b>  <b>Resolved.</b> It was resolved that the Council approves the transfer of £7,159.11 from the council’s Metro Bank Communities Account to J&amp;M Payroll for February’s salaries.  Proposed Cllr R Martin Seconded Cllr Boxall and agreed unanimously.</p> <p><b>Action:</b> The Clerk</p> <p style="text-align: center;"><b>Meeting re-opened at 9.41</b></p>
<p><b>FC18/33</b></p>	<p><b>Date of next meeting:</b> Monday 19th March 2018</p>
<p><b>FC18/34</b></p>	<p><b>Items for next agenda –</b>  None</p>

**Meeting closed at 9.43pm**