

# HEYSHOTT PARISH COUNCIL

**Chairman:** Robert Harris  
**Clerk:** Jane Crawford  
**email:** [clerk@heyshott.org.uk](mailto:clerk@heyshott.org.uk)  
**website:** <https://heyshott.org.uk/>

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**MINUTES:** Annual Meeting of Heyshott Parish Council  
**Held on:** Tuesday 14 May 2024 beginning at 19.55  
**At:** Cobden Hall

**Present:** Robert Harris  
Jane Constanduros Simon Hook  
Fiona Mackay Anthea Philip  
Christopher Weeks

**In attendance:** No-one

- 1. APOLOGIES FOR ABSENCE:** Bridget Adler
- 2. ELECTION OF CHAIRMAN and to receive the declaration of acceptance of office:**  
FM proposed Robert Harris as Chairman This was seconded by AP and he was unanimously elected as Chairman. His acceptance of office, which included an agreement to abide by the Code of Conduct, was received by the Clerk.
- 3. ELECTION OF VICE CHAIRMAN and to receive the declaration of acceptance of office:**  
The Chairman proposed Fiona Mackay as Vice- Chairman. This was seconded by AP and she was unanimously elected as Vice-Chairman. Her acceptance of office, which included an agreement to abide by the Code of Conduct, was received by the Clerk.
- 4. APPOINTMENT OF CHAIRMEN for STANDING COMMITTEES – all members of HPC to be on all committees unless disqualified**  
Responsibilities for members were agreed:  
**Finance and General Purposes:** Chairman  
**Planning:** Jane Constanduros  
**Environment:** Public Right of Way, sign posts, mowing and dangerous trees: Anthea Philip  
**Environment** to include flooding and ditches clearance. Christopher Weeks  
**Environment Climate change:** Simon Hook  
**Amenities:** seats, bus shelter, notice board, litter and salt bins: Fiona Mackay
- 5. APPOINTMENTS:**  
**Internal Auditor:** Keeping Records (Karen Bennett)  
**Website:** Bridget Adler  
**Data Protection Officer:** Clerk
- 6. APPOINTMENT OF REPRESENTATIVES TO:**  
**Cobden Hall:** Fiona Mackay  
**Playground Committee:** The Chairman  
**Bonfire Committee:** Christopher Weeks

7. **REVIEWS**

Standing Orders including the Code of Conduct (no notified changes)

Financial Regulations: The Clerk had just received a new model and would look at them and report to the next meeting.

Assets register 2024: The register as presented by the Clerk, was agreed as accurate.

Review insurance policy: Clear had taken over from BHIB and the insurance cost had gone up despite the fact that HPC was in year 2 of a 3-year agreement. The Clerk would raise this and several queries with Clear. **Afternote:** Clear had agreed to look at the raised cost of the insurance and had explained that the bus shelter and noticeboard were part of street furniture and were amply covered.

Confirm membership of WSALC **Resolved to affirm WSALC membership.** Proposed by FM, seconded by AP, with all in favour.

Procedures for handling complaints, requests under Freedom of Information Act 2000. No change.

FOI Publication Scheme. No change.

General Data Protection Regulations 2018 – No notified changes. **New privacy notice** was agreed and would be put on the website.

Review for Council’s policy for dealing with the press/media. No change: The Chairman would deal with verbal queries from the press and the Clerk would deal with publicity such as press releases and articles for the parish magazine with Chairman’s approval.

8. **CONFIRMATION OF MEETING DATES FOR 2022/2023:**

**Tuesdays at 7.30 pm**

**2024: 9 July, 17 September\*, 12 November,**

**2025 14 January, 11 March, (Wednesday 9 April Annual Parish Meeting),  
13 May HPC Annual Meeting**

**CONCLUSION: 20.05**

**Chairman..... Date.....**

\*Third Tuesday owing to holidays of several members