

Glynde & Beddingham Parish Council

Notice is hereby given that Members of the Parish Council are required to attend an ordinary meeting of **Glynde & Beddingham Parish Council** to be held in the **Reading Rooms, Station Road, Beddingham** on **Wednesday 18th March 2020** at **7.30pm** when the following business will be considered and transacted.

S Mills

Stephanie Mills, Interim Clerk to the Council

13th March 2020

A G E N D A

- 1. Public Questions and Statements** – 15 minutes.
- 2. Apologies** – To receive apologies for absence.
- 3. Declarations of Interest**
- 4. Chairman's Welcome**
- 5. Minutes of the last meeting**
 - 5.1. Previous Minutes** – To approve the minutes of the last meeting held on 29th January 2020.
 - 5.2. Matters Arising** – To note an update on matters arising not covered elsewhere on the agenda.
- 6. Co-option of new Councillors**
 - 6.1. Co-option Policy and Procedure** – To adopt a Councillor Co-option Policy and Procedure.
 - 6.2. Co-option of new Councillor** – To consider the co-option of Mr Richard Phillips as Councillor to Glynde & Beddingham Parish Council.
- 7. District/County Councillor/MP Reports** - To receive verbal or written reports.
- 8. Vice Chairman**

To consider nominations for the role of Vice Chairman to Glynde & Beddingham Parish Council.
- 9. Planning**
 - 9.1. New Applications** – None received since the last meeting.
 - 9.2. Decision Notices** – None received since the last meeting.
- 10. Business Continuity**
 - 10.1. Latest Advice** – To note an update on the latest advice to local authorities regarding the current Covid-19 pandemic.
 - 10.2. Business Continuity Plan**
 - a) To approve a Business Continuity Plan to ensure the continuation of key council services and activities in the event of a significant disruption to normal business.
 - b) To invoke the Business Continuity Plan during the period of disruption to business caused by the Covid-19 pandemic.
 - 10.3. Delegated authority** - To approve the delegation of authority to the Clerk, in conjunction with the Chairman and Vice Chairman, to make essential payments and organisational decisions during the invocation of the Business Continuity Plan.
 - 10.4. Community Support** – To agree measures to support vulnerable members of the community throughout the Covid-19 pandemic.
- 11. Play Area**
 - 11.1. Play Inspection Report** – To review the latest play inspection report and agree actions to progress issues.
 - 11.2. Play Area Project** – To receive an update on progress since the last meeting and agree next steps.
 - 11.3. Fencing** – To note an update on the replacement of the fencing around the play area.
- 12. Glynde Station**

To note an update.
- 13. Update on Actions**

To receive an update on the progress of items on the Parish Council Action Log and to agree further actions.

14. Climate Emergency

To resolve to declare a climate emergency and to consider a community climate event to be held by the parish council.

15. Annual Parish Meeting

To note an update on the annual parish meeting.

16. Council Documentation

To consider and approve the following new Council documentation:

16.1. Standing Orders

16.2. Financial Regulations

16.3. Members Code of Conduct

16.4. Risk Management Strategy and Assessment

16.5. Asset Register

17. Business Plan 2020-2023

To nominate up to two councillors to finalise a draft Business Plan produced by the Clerk for Glynde & Beddingham Parish Council detailing the aims and objectives of the Council to the end of the current term of office in May 2023.

18. Roles and Responsibilities

To consider and agree the roles and responsibilities of Councillors.

19. Finance

19.1. VAT Return – To approve the VAT return.

19.2. Payments and Receipts – To approve payments, and note receipts, since the last meeting.

20. Consultations and Meetings

20.1. Lewes District Local Plan: To note that Part 2 of the plan has been adopted by LDC.

20.2. SDNPA draft Sustainable Construction Supplementary Planning Document: To agree a response.

21. Councillor Reports and Items for Future Agendas

To note reports from Parish Councillors on matters not included elsewhere on the agenda and to raise items for inclusion on future agendas.

22. Exclusion of press and public

To resolve, under the 1960 (Admission to Meetings) Act, to exclude the press and public from the meeting due to the confidential nature of the business to be discussed which relates to staffing.

23. Recruitment of permanent Clerk

To agree the process for the recruitment of a permanent Clerk including:

- Advertisement format, location, budget and dates;
- Job description and person specification;
- Employment contract, conditions of employment and salary range;
- Handover period from the Interim Clerk.

24. To note the date of the Annual Council Meeting on Wednesday 6th May 2020 at 7.30pm in The Reading Room, Station Road, Beddingham.
