

Minutes of an **ADDITIONAL** meeting of **WARBLETON PARISH COUNCIL** held on Thursday 5th March 2020 at 7.00pm in The Dunn Village Hall, Rushlake Green

PRESENT: Councillors Bryan Whitton (Chairman) Andy Long (Vice Chairman), Karen Cook, Celia Davies, Mike Smythe, Pauline Velten, Chris Wells and Steve Williamson

Locum Clerk – Linda Butcher

APOLOGIES FOR ABSENCE – Cllr Roy Iremonger

DECLARATIONS OF INTEREST – None

MINUTES

To **resolve** that the minutes of the Council meeting held on 20th February 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

00051 RESOLVED to adopt the minutes of the Council meeting held on 20th February 2020.

PUBLIC PARTICIPATION – No members of the public present

HEALTH CHECK REPORT

All Members had previously received the Health Check Report and additional information from the Locum Parish Council.

Review Standing Orders

00052 RESOLVED to adopt the Standing Orders as presented (copy to be included on the Council's website in due course).

Review Financial Regulations

00053 RESOLVED to adopt the Financial Regulations as amended (copy to be included on the Council's website in due course).

Process used to appoint the Internal Auditor (see Officer's Report and recommendation on the agenda)

00054 RESOLVED subject to written clarification from the proposed internal auditor that he will comply with audit regulations and if not another internal auditor will be considered.

Council Structure

- 00055 RESOLVED** to adopt the revised Council structure (details attached and will be included on the Council's website in due course).

Scheme of Delegation to Committees and Officers

- 00056 RESOLVED** to adopt the Scheme of Delegation as amended and subject to regular review (copy will be included on the Council's website in due course).

Parish Meeting

- 00057 RESOLVED** to change the date to 9th April at 6.30pm so it does not clash with the Council meeting and invite guest speakers from the Heathfield and Waldron First Responders, Police and Speed Watch.

The Locum Clerk was asked to contact the Parish Magazine so a notice could be posted advertising the new date and the Locum Clerk would also produce posters for the event in order to encourage residents to come. It was **AGREED** refreshments would be provided.

Agree change to website supplier and consider individual email addresses for Councillors

- 00058 RESOLVED** to use Hugo Fox for the Council's new website providing it complies with all accessibility legislation.
- 00059 RESOLVED** that Councillors would set up gmail.com email addresses for themselves and these should reflect the Parish Council email address as much as possible.

A paper showing a draft Council Year will be circulated to all Councillors for discussion

The Locum Clerk apologised for failing to submit this paper prior to the meeting.

- 00060 RESOLVED** to provide a diary showing meetings and all key events including a year plan and when the mowing contract process should be started (October in three years).
- 00061 RESOLVED** that Standing Orders and Financial Regulations would take effect immediately and other documents would be introduced at the Annual Statutory Meeting in May with other actions, e.g. new website, being completed as soon as possible.

Other Administrative items:

A training programme for Councillors and Clerk needs to be considered.

00062 RESOLVED to set this up after the Annual Statutory Meeting.
The Clerk/RFO will work with the Chairman of Finance [and General Purposes] to provide monthly bank reconciliations and finance reporting to Council. **AGREED**

As part of the Council Year and Grants process should be revised so applicants complete grant request forms in October/November so a known amount can be included in the budget for the forthcoming year. **AGREED**

A list detailing the Council's assets/liabilities/responsibilities should be compiled and kept up to date. **AGREED**

The Council currently has two laptop computers but these are very slow and need to be either upgraded or replaced. **AGREED** – this will be discussed by the Finance [and General Purposes Committee] and the Clerk/RFO.

Rushlake Green Village Green

The Locum Clerk reported that she had that day received a copy of the Byelaws for the Village Green and would arrange for a copy to be displayed on the Notice Board and copies to be given to all Councillors. **NOTED**

Emergency Plan

There is some evidence that a draft Emergency Plan was started and further work needs to be carried out. **NOTED**

Policy Documents

The Locum Clerk advised that a Publication Scheme has now been lodged and a copy was circulated to all Councillors. **NOTED**

Other documents already produced

WPC 1 Freedom of Information Policy
WPC 2 Information Management Policy
WPC 3 Complaints Procedure

Other documents will be forthcoming over the next few days so they can be considered and adopted by Council in order to set the Council on the correct track for the future and the new Parish Clerk/RFO **NOTED**

(a) Media and Communications Policy

(b) Disciplinary Procedure

WPC/05.03.2020 - 00027

(c) Grievance Procedure

(d) Performance Management Scheme *

(e) Sickness Reporting

* If the Council adopts a Performance Management Scheme the Council will identify its objectives then transfer those objectives that the Council wishes the Clerk to achieve (including timescales). It is important that these objectives are realistic and attainable and can be monitored.

DATE OF NEXT COUNCIL MEETING

To note that the next Council meeting is scheduled for Thursday 19th March 2020 at 7pm in the Dunn Village Hall